

# The Help-Yourself ListBook

101 LISTS  
FOR SUCCESS AND  
SELF-IMPROVEMENT



Compiled by Delbert and Susan Baker



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FOR SUCCESS  
AND  
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Compiled by Delbert Baker and Susan Baker

Printed 2003  
Oakwood College, Huntsville, Alabama

This collection of 101 lists and resources was arranged and compiled by  
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Edited by Bill Cleveland, Campus Publications Editor  
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Design and layout, Howard Bullard

Typeface Times New Roman

Appreciation is expressed to all the source persons listed in this book.

Cover Design by Howard Bullard



DEDICATED TO  
THE DONORS, SUPPORTERS,  
FRIENDS, AND STUDENTS OF  
OAKWOOD COLLEGE.



# LETTER TO GRADUATES

Dear Graduates:

Greetings. Each quotebook has been targeted to a relevant theme to provide you with insight and counsel long after you shall have departed the hallowed halls of Oakwood College.

We pray that this series will provide you, the graduating class, with continuing inspiration and motivation. As you embark on the next phase of your journey, it is our desire that you will be reminded that learning and education are a never-ending path through life.

*The Help-Yourself ListBook* consists of many lists that are helpful, informative, and entertaining. These lists were selected from varied sources and are designed to help you realize success and self-development. Also take a moment to evaluate the benefits of these lists for your life by circling either fair, good, or great at the end of each list.

May the God of peace and wisdom be with you as you diligently pursue *Education, Excellence, Eternity*.

Very sincerely,

President Delbert and Susan Baker  
May 2003



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# The Help-Yourself ListBook

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## CHAPTER ONE

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# GOOD HABITS



*Your light must shine before people,  
so that they will see the good things you do  
and praise your Father in heaven.*

Matthew 5:16 (Good News Bible)

## THINK CLEARLY

- Errors in thinking cause us to erect roadblocks in our minds that prevent us from properly weighing decisions.
- Wait as long as you can to draw conclusions about anything. Remain open to the certainty that someone has additional information on the subject that is worth listening to. Don't be so quick to dismiss ideas that contradict what you already know.
- Divorce the message from the messenger. Don't evaluate information according to how you feel about who's delivering it.
- Don't be seduced into believing that phenomena are causally linked simply because they are statistically related. Example: Cities with many churches usually also harbor large numbers of prostitutes because large urban centers tend to spawn both, not because one causes the other.
- Don't be too quick to form explanations for the behavior of others, for results in data you collect, or for events you observe. An after-the-fact interpretation is rarely correct if you lack a



thorough knowledge of the circumstances unique to, for example, that person, data, or event.

- Reject slogans, propaganda, and buzzwords intended to short-circuit your thinking. Example: How much of what is advertised as “free” doesn’t cost anything?
- Sleep on major decisions. Time has a way of clarifying thinking.
- Don’t stereotype. Not all snakes are poisonous; not all chemical companies pollute; not all lawyers are just in it for the money.
- Don’t assume that the first bit of information you get on any new subject is correct; continue to listen, read and ask.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# TAKING CONTROL OF YOUR TIME

## **1. Remember who's in charge.**

Time is something you manage, not something that manages you. Learn to think through each time commitment in its entirety. Buy yourself time to think by asking, "Can I let you know tomorrow?"

## **2. Decide what is truly urgent.**

Rather than think, "I must get this done now!" try putting it off. Surprise! Most "urgent" needs aren't really that urgent.

## **3. Schedule in reverse.**

Put the real priorities on the calendar first—family picnic or date night. Then write in everything else.

## **4. Drop one thing from your schedule.**

You'll probably let someone down, but look at who benefits. Spending two less days a month as a lunch monitor at your son's school frees you up for a lunch date with your spouse.

**5. Be, rather than do.**

Try it for an evening. Think. Pray. Relax in a lawn chair.

**6. Get your spouse's perspective.**

Ask your mate to comment on how you're using your time and what seems to be robbing you of time.

**7. Be honest about your limitations.**

Do you find yourself saying "yes" to a project in the hopes that a weekend will suddenly hold the ten extra hours you'd need to complete it? You can't manufacture time.

**8. Make a list of your commitments.**

Post the list next to the phone or calendar. A visual reminder of all that you're involved with will make you think twice before tacking on something else.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## ACT ETHICALLY

- Ask yourself these two questions: What options do I have other than the unethical one? If I succumb to temptation, will I be able to look my spouse (friend, coworker, child, and so on) in the eye and say what I did?
- Recognize that unethical behavior will be observed by others, some of whom will lower their opinion of you.
- Don't be seduced into practicing situation ethics. Ethics are standards that don't change. They are unaltered by events. Hold dearly to your principles.
- Remember the pangs of conscience you felt the last time you gave in to temptation. Be assured that the agony will return if you compromise your values.
- Before you do something you'll regret, talk to people whose opinions you respect. Ask them for reasons why you should not carry through with your intent.

- Close your eyes and visualize the unethical action you are about to take. Make it grow very large (monstrously so), get very bright (even blinding), and make a screeching (almost deafening) sound. Now, shrink the size, kill the brightness, and snuff the sound by moving the picture away from you until it becomes a speck and disappears. Consider it gone!
- Read Ayn Rand's *The Fountainhead*. Could you have stood up as well as Howard Roark did?

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# ELEVEN BIBLE INSIGHTS ON STEWARDSHIP

1. Where your treasure is, there will your heart be also (Matt. 6:21).
2. Give not that which is holy unto the dogs, neither cast ye your pearls before swine, lest they trample them under their feet, and turn again and rend you (Matt. 7:6).
3. Freely ye have received, freely give (Matt. 10:8).
4. Render therefore unto Caesar the things which are Caesar's; and unto God the things that are God's (Matt. 22:21).
5. Unto whomsoever much is given, of him shall be much required: and to whom men have committed much, of him they will ask the more (Luke 12:48).
6. He that is faithful in that which is least is faithful also in much: and he that is unjust in the least is unjust also in much. If therefore ye have not been faithful in unrighteous mammon, who will commit to your trust the true riches? And if ye have not been faithful in that which is another man's, who shall give you

that which is your own? (Luke 16:10-12).

7. Remember the words of the Lord Jesus, how he said, It is more blessed to give than to receive (Acts 20:35).

8. If any provide not for his own, and specially for those of his own house, he hath denied the faith, and is worse than an infidel (1 Tim. 5:8).

9. Godliness with contentment is great gain. For we brought nothing into this world, and it is certain we carry nothing out (1 Tim. 6:6, 7).

10. The love of money is the root of all evil (1 Tim 6:10).

11. What doth it profit, my brethren, though a man say he hath faith, and have not works? Can faith save him? If a brother or sister be naked, and destitute of daily food, and one of you say unto them, Depart in peace, be ye warmed and filled; notwithstanding ye give them not those things which are needful to the body; what doth it profit? Even so faith, if it hath not works, is dead, being alone (James 2:14-17).

*List Evaluation:* Fair Good Great

(Source: *Meredith's Big Book of Bible Lists*)

## SAVE MONEY

- Pay no more in taxes than you have to. Devour self-help tax books; get professional tax advice.
- If possible, sell your car and instead use a combination of public transportation, taxis, and rental cars.
- Shop for a bank or investment agency with the lowest service charges and with the highest rates of return.
- Invest windfalls in lowering your mortgage principal to lower the total interest you'll pay; avoid large impulse buys.
- Cut up your credit cards, or always pay off the balance before interest is charged to your account.
- Stop visiting the mall as a pastime; go only when you need something; refuse to buy anything that is not on sale.
- Make what you have last longer. Change the oil in your car more often and keep your car in a garage; dust the coils of your refrigerator; remove good clothing as soon as you come home; hold on to everything 25 percent longer.



- Buy the right thing in the right place. Learn what is cheapest in the supermarket, what to buy in the discount warehouse, and what items are priced the same everywhere. Clip coupons.
- Negotiate. You'll be surprised how many cash-starved retailers are willing to give discounts to those who ask for them.
- Buy things used or slightly damaged. Visit thrift stores, consignment shops, garage sales, and large flea markets. Ask for irregulars in factory outlets; request blemished auto tires; buy day-old baked goods.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## SIMPLE WAYS TO CUT EXPENSES

1. Use a fifteen-year instead of a thirty-year mortgage on your home.
2. Refinance your mortgage if interest rates have dropped substantially.
3. Set your thermostat five degrees warmer in the summer and five degrees cooler in the winter.
4. Keep driving the car you have instead of purchasing a new one.
5. Use a self-service instead of full-service gas station, if possible.
6. Refuse to shop for groceries when you are hungry.
7. Use a list when you shop for groceries.
8. Postpone clothes purchases until major sales.

9. Split entrees when you eat out.
10. Plan your travel ahead of time. Airlines and hotels penalize those who make last-minute travel plans.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## SPEAK WITH IMPACT

- Don't discount your ideas before you express them. ("You may not think much about this idea, but...")
- Don't discount yourself before you give your opinion. ("While I'm not an expert on this topic...")
- Don't qualify your message with wishy-washy modifiers. ("Sometimes, but not always, this is true.")
- Don't seek permission to speak. ("I wonder if I might be allowed to say something.")
- Don't rehash, repeat, and paraphrase unnecessarily. State your idea once, concisely, and directly.
- Don't connect tag questions to the end of your statements. ("This is an important idea, don't you think?")

- Don't demean or belittle your listeners. ("Let me put this in terms you can understand.")
- Avoid clichés. You won't impress people by reminding them that you can lead a horse to water but you can't make it drink.
- Use positive statements. Change "I don't mind helping you" to "I would enjoy helping you."
- Avoid participial forms. Say, "I plan to do it," not "I am planning to do it."
- Avoid the passive, impersonal voice. Replace "a decision was made" with "we decided."
- Use the word *you* three times for every time you use the word *I*.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# NEGOTIATE SUCCESSFULLY

- Set a friendly, cooperative, trusting tone at the outset.
- Strive for a win-win outcome. Any resolution where you walk away with all the marbles sets the stage for future problems.
- Ask lots of questions and listen to the answers. Get to know the other person as well as you can. Knowledge of the other person's needs, expectations, preferences, peculiarities, aspirations, pressures and strategies will tell you what you'll need to offer to reach an understanding.
- Find an agreement that meets your needs while meeting the other person's needs at the least cost to you.
- Know your "bottom line." Don't give any more than your maximum or accept any less than your minimum.

- Stay calm and rational during deliberations. As soon as either of you becomes emotional, call for a break.
- Don't appear anxious for a solution; don't make snap judgments when someone makes a new proposal.
- When you reach an impasse, do one of the following: take a recess; summarize your progress; restate the implications of not reaching an accord; suggest a new approach; talk about how you feel; give up something in trade.
- Ask these helpful questions: What else? What do you have in mind? What's your offer? Is there a possibility for more? What else do I need to know about this? What if I were to offer ...? Is the offer clear? What do you need? What will it take to get an agreement?
- Never go up or come down without getting something in return.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# OVERCOMING CLUTTER

**1. Minimize your belongings.**

Every few months go through clothes, toys, books, games, and even furnishings. Give away things you don't use.

**2. Carefully consider your purchases.**

The more you have, the more time, space, and energy is required from you to maintain those purchases. Whenever you purchase something new, discard an old item.

**3. Create a recycle center.**

You can purchase a variety of systems or create your own. Locate an easily accessible space to put paper sacks – one sack for each type of recyclable material.

**4. Go through your mail right away.**

Use an accordion file folder labeled with your various household bills. Include a "To Be Paid" section. When you pay your bills, move receipts to correct category. Include a "Tax Info" section to file tax information and receipts.



**5. Recycle junk mail.**

Don't waste time opening it. Tear or shred credit card opportunities to avoid theft. Request that catalog companies not sell or rent your name.

**6. Recycle magazines.**

If you are saving magazines because of good articles, file the articles in a three-ring notebook by category and recycle the magazines.

**7. Organize children's schoolwork.**

Purchase large three-ring notebooks with a clear cover and spine. Let each child design his or her own notebook. Include grade level, school year, and other pertinent information. Divide the notebook by subjects.

**8. Create an "Information Center."**

Install some cork on the inside of one of your upper kitchen cabinets to keep all your "notes and loose paper" information.

**9. Implement "The Box."**

Find a box that will fit in a closet or some other enclosed space. At the end of each day collect items your family chooses to leave lying around and put them in "The Box." Items can be earned back by doing extra chores. If they are not redeemed within a week, the items are yours to do with as you please.

**10. Give to charity.**

What is extra or unused might be needed by someone else. Teach children to give away extra toys. Let them choose the charity and go with you to drop them off.

*List Evaluation:* Fair Good Great

*(Source: Lists to Live By)*

*By their fruit  
you will recognize them.*

Matthew 7:20

## TIPS ON SURVIVING BUSINESS TRAVEL

1. Con artists wait at airports, banks and tourist attractions. Be affable but do not go anywhere with your charming new friend.
2. Enterprising desk clerks will sell your room key to equally enterprising prostitutes. Go straight downstairs until she is removed. If you stay to convince her to leave, she may yell rape and then you have the local cops to pay off as well as the desk clerk and the woman.
3. Avoid restaurants frequented by expatriates and tourists. Don't make reservations in your own name. Do not sit outside.
4. Dress in business attire or carry a briefcase only when necessary. Have your driver watch your back as you enter buildings or your hotel.
5. Make copies of important papers, separate your credit cards in case you lose your wallet, keep the numbers, expiration dates and the phone numbers to order replacements.
6. Do not show your name, country or hotel ID on luggage or

clothing. When a clerk asks for your room number, write it down for him.

7. Do not discuss plans, accommodations, finances or politics with strangers.

8. Wear a cheap watch (or just show the band outward). If driving, wear your watch on the arm inside the car. Leave jewelry at home or in the hotel safe.

9. Get used to sitting near emergency exits, memorize fire escape routes in the dark, locking your doors and being aware at all times.

10. Kidnappers need prior warning, routine schedules or tip-offs to do their dirty work. Vary your schedule, change walking routes and don't be shy about changing hotel rooms or assigned cabs.

11. Stay away from the front or back of the plane (terrorists use these areas to control the aircraft). Avoid aisle seats unless you want to volunteer for execution.

12. Do not carry unmarked prescription drugs.

13. Leave questionable reading material at home.

14. Carry small gifts for customs, drivers and other people you meet.

15. When you call with your plans, assume someone is listening.

## GOOD HABITS

### *Tips on Surviving Business Travel (Cont.)*

16. Watch your drink being poured.
17. Do not hang the "Make Up Room" sign on your hotel room door. Rather, use the "Do Not Disturb" sign. Keep the TV or radio on even when you leave. Contact housekeeping and tell them you don't want your room cleaned up.

*List Evaluation:* Fair Good Great

(Source: *Fielding's The World's  
Most Dangerous Places*)

## CHAPTER TWO

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# POSITIVE RELATIONS



*A man who wants to have friends  
must be friendly, but there is one friend  
who is more loyal than a brother.*

Proverbs 18:24 (Clear Word Bible)

# THE GOLDEN RULE(S)

## **CHRISTIAN**

All things whatsoever ye would that men should do to you, do ye even so to them; for this is the law and the prophets (Matthew 7:12).

## **BRAHMAN**

This is the sum of duty: Do naught unto others which would cause you pain if done to you (Mahabharata 5:1517).

## **BUDDHIST**

Hurt not others in ways that you yourself would find hurtful (Udana-Varga 5:18).

## **CONFUCIAN**

Surely it is the maxim of loving-kindness: Do not unto others what you would not have done unto you (Anlects 15:23).

## **TAOIST**

Regard your neighbor's gain as your own gain and your neighbor's loss as your own loss (T'ai Shang Kan Ying P'ien).



## **ZOROASTRIAN**

That nature alone is good which refrains from doing unto another whatsoever is not good for itself (Dadistan-i-dinik 94:5).

## **JEWISH**

What is hateful to you, do not to your fellow man. That is the entire Law; all the rest is commentary (Talmud, Shabbat 31a).

## **ISLAMIC**

No one of you is a believer until he desires for his brother that which he desires for himself (Sunnah).

*List Evaluation:* Fair Good Great

(Source: *The Official Rules of Life*)

# MISS MANNERS' TEN WORST *FAUX PAS*

A *faux pas* is a social blunder committed by a person who does not know better or who should know better. Judith Martin, known in her newspaper column as Miss Manners, identifies common social blunders.

## **1. Honesty**

When what this means is insulting other people to their faces, and then, when they are hurt, insulting them again by inquiring whether they don't believe in honesty.

## **2. Helpfulness**

When this consists of minding other people's business by volunteering, unasked, your opinion of how they should lead their lives.

## **3. Health-consciousness**

When this is an excuse for spoiling other people's dinners by

telling them that what they are eating, or serving their guests, is poison.

#### **4. Idealism**

When this leads to humiliating other people for unexceptionable activities—pointing at strangers who are using two sheets of paper towels to dry their hands, for example—that violate your own resolutions.

#### **5. Being True to Your Own Feelings**

When this is cited as a reason for your neglecting duties toward others, such as writing thank-you letters or attending funerals, that you happen to find distasteful.

#### **6. Self-assertiveness**

When this means elbowing others out of the way so you can get what you want.

#### **7. Friendliness**

When this is held to be the motivation for taking unauthorized liberties with others, such as addressing strangers by their first *names* or making personal remarks to acquaintances.

#### **8. Spontaneity**

When this translates into not being willing to answer invitations or honor acceptances because you feel like doing something else on the night of the party.

**9. Hospitality**

When this consists of inviting your own guests to someone else's wedding or party, or telling your guests that they are expected to supply the meal or pay for what they ate.

**10. Creativity**

When fostering this is cited as an excuse for allowing your children to destroy other people's property or peace of mind.

*List Evaluation:* Fair Good Great

(Source: *The Book of Lists*)

*If you keep saying  
things are going to be bad,  
you have a good chance  
of being a prophet.*

~ Isaac Bashevis Singer

## CHOOSE RELIABLE FRIENDS

- Analyze your past failed relationships, answering these questions: What went wrong? Why? What role did you play in the failure? What will you do differently next time? What lessons did you learn about how to pick friends?
- Work gradually into friendships. Don't commit unconditional trust and undying allegiance without witnessing an impressive track record of reliability.
- Don't force friendships. Let rapport evolve naturally. "Let's be friends" is a nice sentiment, but it rarely serves as the inspiration for a long-term relationship.
- Have reliable friends by being a reliable friend. Enable the people in your life to count on you as much as you want to be able to count on them.

- Apply the knowledge that there are two kinds of people in the world—enemies and friends—and the difference between them is that enemies make you laugh while friends are willing to make you cry. Choose friends who will be honest in giving you feedback you may not get anywhere else.
- Insist that friendship be a two-way street. Be wary of acquaintances who get a lot more from you than you get from them. Surround yourself with givers.
- Pay the price in terms of time, energy, and commitment in order to have close friends.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# HANDLE DIFFICULT PEOPLE

A pundit once observed that there are two kinds of people: those who have ulcers and those who are carriers. If you have to live or work with carriers, you can learn to get the best out of them.

- Take a hard look at your behavior. Are you the match that ignites short fuses? Ask your close friends to help you answer this question. (If you don't have many close friends, you may already have the answer.)
- Let problem people express themselves without interruption. Listen to them and try to understand their feelings. Reflect carefully on their words before you respond.
- Ask for the change you want. Get to the point, but do so in a way that condemns the deed and not the doer. Recognize that performance—not people—is the problem. Attack and change behavior, not attitudes.



- Show people what you want by example. Let people see you doing the very things you are asking of them.
- Expect the best. Treat people as if they were already the way you want them to be. Let the self-fulfilling prophecy go to work for you.
- Allow difficult people to maintain their dignity and self-respect. Don't command, demean, or condemn them. Never cause them to lose face at your hands.
- Seek to understand people's motives so you can figure out what it might take to get them to change.
- Show people how it's in their best interest to adopt the behavior you request. Show them how they'll avoid pain or derive pleasure by going along with you.
- When progress is made, say "thank you."

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## AVOID NEGATIVE SELF-TALK

- Replace the phrase “I’ll try” with “I will.” “I’ll try” means “I feel compelled to do it, but I really don’t want to do it.” A try is nothing more than that.
- Ask fewer questions that start with the word why. Example: Change “Why do you disagree?” to “What do you disagree with?” Notice how much less nagging and more assertive the second question is.
- Kill *shoulds*, *coulds*, *oughts*, and *have-tos*. These words increase your stress and your guilt. Example: Replace “I should pay the bills tonight” with “I will [want to] pay the bills tonight.”
- Start saying yes when people offer to help you, instead of responding automatically, “No thanks, I can handle it.”

- Start accepting compliments and praise graciously instead of protesting that you don't deserve them. Say a big "thank you" and nothing more.
- When asked how you feel (even gratuitously), say, "Great" or "Marvelous," not just "Fine" or "Okay."
- Stop mumbling. Speak clearly, distinctly, and confidently.
- Open up your future possibilities by replacing "I can't," "I don't," or "I won't" with "I haven't up until now."
- Never say, "I'm too [stupid, fat, short, inexperienced, weak, afraid, disorganized] to ..."
- Never say or think, "I might fail." You might learn a new way not to do something, but you'll never fail.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## COPE WITH A BREAKUP

As the song goes, "Breaking up is hard to do." One of the most difficult periods in anyone's life follows the ending of a romantic relationship. But as hard as it may be, you can find ways to speed your recovery and get on with your life.

- Denial helps you to survive the initial shock (for example, "She'll return to me when she comes to her senses"). But don't remain in denial once the reality is clear.
- Don't allow anger to consume you. Your indignation will prevent you from acting intelligently and in a way that benefits your long-term best interest.
- If you feel guilty about something you did that may have precipitated the split, remember that both people are equally responsible for the health of a relationship. If you did something really bad, vow never to do it again in the future.

● Before you reach out in an attempt to patch things up between the two of you, be certain that both of you share a genuine commitment to making things different (better) this time.

● Expect to experience depression, which can be either a sign that you're starting to accept reality or a possible indication that you need professional help. Protect yourself by remaining isolated for a while from potential new relationships. One day you'll be ready to commit the old relationship to memory and prepared to follow a new energy in yourself.

● It may help to mark the end of the relationship with a private burial. Collect items that symbolize the relationship (for example, letters, photos, gifts) and bury them in your backyard as you speak whatever words will affirm that you are releasing this person from your life. Allow your feelings of anger, sorrow, or relief to flow.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# HOW TO GIVE CONSTRUCTIVE CRITICISM

**1. Consider your motive first.**

What do you desire to accomplish? Is it selfish? Is it from anger or hurt feelings? Will what you say benefit others?

**2. Write down what you will say.**

Begin with any affirmations that are sincere about the other person. Use facts, opinions, intuitions, and feelings. Read it over several times and rewrite until it sounds like what you want to convey. Practice saying it out loud in front of a mirror.

**3. Ask for an appointment to speak with the other person.**

Be amenable to his or her schedule. Say, "I have something I have been thinking about, and I want to share it with you."

**4. Set aside all expectations and accusations.**

Be open to hearing the other's reasoning. Don't argue. Knowing your motives as suggested above will help you communicate without arguing.

**5. Thank the other person for listening.**

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## TWELVE QUALITIES OF SUCCESSFUL EMPLOYEES

1. Always introduce people in a manner that makes the two of them feel comfortable.
2. Always write a note or letter to acknowledge a gift or favor.
3. Be able to converse intelligently on a variety of subjects. Don't pretend to be a "know-it-all" on any topic of conversation. Don't brag.
4. Know how to dress properly on and off the job and in keeping with the company image.
5. Never discuss private company matters with outsiders.
6. Maintain the appearance of dignity but not superiority.
7. Keep promises, obligations, and appointments. Always be on time. If detained, notify the host or guest.
8. Return telephone calls within 24 hours or ask assistance in doing so.
9. Don't procrastinate or neglect your duties and consequently burden someone else's schedule.



10. Return “borrowed” property quickly and in good condition.
11. Don’t engage in office gossip, but attempt to stop rumors.
12. Give recognition, and don’t take credit for someone else’s work.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

# HOW TO GET ALONG WITH PEOPLE

**1. LIKE.** If you genuinely like people, enjoy being with them, talking with them, and like being helpful to them, you will find that people generally will like you. And when mutual liking exists, people get along with one another.

**2. INTEREST.** Become interested in the other person's ideas and activities. Direct conversation to the other individual's interest, rather than talking about yourself. As you become absorbed in his interest, he will become attentive to yours, and you will have a pleasant time together.

**3. LIKABLE.** To be liked and to get along with people, it is necessary to be a likable person. Practice the old saying: "To have friends, be friendly."

**4. NAMES.** Practice the art of remembering names. Focus on the other person, so that the name will register. Remember that

a person's name is important to him. Knowing it will help you get along with him.

**5. EASY.** Be easy to get along with. Be a comfortable sort of person, so that there is no strain in being with you. Be an "old shoe" kind of individual. Be homey, down to earth.

**6. STIMULATING.** Cultivate the quality of being stimulating. If being with you makes people feel better and more alive, you will be sought after; people will want to be with you; your personal relations will be excellent.

**7. SCRATCHY.** Personal relations deteriorate when a person has scratchy elements in his personality. That is to say, do not rub people the wrong way. Be untense and affable.

**8. SENSITIVE.** Avoid being on edge and sensitive, so that you are easily hurt, for people instinctively shy away from the super-sensitive, fearing to arouse an unpleasant reaction. Avoid the temptation to react with hurt feelings, and you will get along with people.

**9. HEAL.** Sincerely attempt to heal on an honest basis every misunderstanding that you may have with other individuals.

Mentally and spiritually drain off your grievances, and maintain an attitude of goodwill with every human being.

**10. DO.** Love people and do things for them. Perform unselfish and outgoing acts of friendship. Such sincere self-giving inevitably leads to pleasant personal relations. It is all summed up in a familiar Scripture admonition: "Do for others what you want them to do for you" (Matthew 7:12; Luke 6:31).

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

*There is no hope  
or joy except  
in human relations.*

~ Antoine de Saint-Exupery

## SIX DESTRUCTIVE MISTAKES

1. The delusion that personal gain is made by crushing others
2. The tendency to worry about things that cannot be changed or corrected
3. Insisting that a thing is impossible because we cannot accomplish it
4. Refusing to set aside trivial preferences
5. Neglecting development and refinement of the mind, and not acquiring the habit of reading and studying
6. Attempting to compel others to believe and live as we do

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## CHAPTER THREE

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# SELF- IMPROVEMENT



*Don't let anyone look down on you  
because you are young, but set an example  
for the believers in speech, in life, in love,  
in faith, and in purity.*

1 Timothy 4:12

# BALTASER GRACIAN'S MANUAL

Keep your affairs in suspense.  
Make people depend on you.  
Avoid victories over your superiors.  
Control your imagination.  
Know how to take and give hints.  
Know how to be all things to all men.  
Without lying, do not tell the whole truth.  
Be a man without illusions.  
Behave as if you were watched.  
In a word, be a saint.

*List Evaluation:* Fair Good Great

(Source: *The Official Rules of Life*)



*No greater burden  
can be borne by an individual  
than to know  
none who cares or understands.*

~Arthur Steinbeck

## MAKE GOOD USE OF TIME

- Spend time like money; use it to do what is important to you, not what other people tell you is important.
- Examine your daily life routines that can be altered or dispensed with for immediate time savings. Example: reading the entire newspaper every morning.
- Save your most challenging work for the times of day when you are freshest and at your best.
- Twice a day ask yourself, "Am I making the best use of my time right now?" Change tasks if you aren't.
- Look at your watch frequently to assess the effectiveness of your time-management skills.
- Write less; phone more.
- Outline topics to discuss on the telephone. Make telephone

appointments. Open conversations with “What can I do for you?” not “How are you?” Bring calls to a prompt close after completing your business.

- Get to work earlier than others or stay later to profit from uninterrupted productivity. During the day do some of your work away from the office for the same reason.
- Don't take over projects because others are not doing their jobs. Instead, teach or empower them to produce.
- Write answers to letters in the margins of the ones you receive.
- Discontinue unnecessary meetings; see that the ones you must attend are conducted more efficiently.
- Don't overdo revisions when the cost of redoing the work exceeds the value of the improvement gained.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# EIGHT BAD HABIT-BUSTERS RESOURCE

The associations listed offer information, most of it free, about different aspects of breaking bad habits.

## **General Mental Health Resources:**

- American Psychiatric Association
- American Psychological Association
- National Alliance for the Mentally Ill
- National Association of Social Workers
- Anxiety Disorders Association of America

## **Alcohol-Related Problems:**

- Alcoholics Anonymous World Services, Inc.
- Al-Anon Family Groups, Inc.

## **Help for Smokers:**

- American Lung Association
- American Cancer Society

**Healthy Eating/Eating Disorders:**

The American Dietetic Association

The American Heart Association

Weight Watchers International

American Anorexia Bulimia Association

National Association of Anorexia Nervosa and Associated Disorders

**Compulsive Behavior:**

Obsessive Compulsive Foundation

**Financial Support:**

Debtors Anonymous General Service Office

Gamblers Anonymous

**Internet Addiction:**

Center for Online Addiction

**Personal Relationships:**

SIECUS (Sexuality Information and Education Council of the United States)

*List Evaluation:* Fair Good Great

(Source: *The Complete Idiot's Guide to ...*)

## REDUCE COMMUNICATION ERRORS

English is a language in which it's easy to make mistakes in grammar, usage, pronunciation, and spelling. But you can make fewer errors.

- Don't say, "I will try *and* do that." Try to do it.
- Don't say, "I *could* care less," when you *couldn't* care less.
- Don't say, "Between you and *I*." *Me* follows prepositions.
- Don't say, " *Can* I help you?" You mean *may*.
- Don't say, "I did *good* on the test," if you did *well*.
- Don't say, "He sent it to Jan and *myself*." *Me* is better.
- Don't claim that you would *of* when you would *have*.
- Don't say, "Each member must do *their* share." One correct way to avoid "his or her" here is to change the subject to "all members."

- Don't wait *on* a report when you should wait *for* it.
- Don't mistakenly feel *strongly* (or *badly*) about something you feel strong (or bad) about.
- Don't *lay* down when you mean to *lie* down.
- Don't use "irregardless"; "regardless" is correct.
- Use the preferred pronunciation of *harass*, *leisure*, *nuclear*, *realtor*, and *research*. Check your dictionary.
- Don't misspell *accommodate*, *benefited*, *canceled*, *changeable*, *commitment*, *consensus*, *disappoint*, *embarrass*, *etiquette*, *excel*, *existence*, *grateful*, *inadvertent*, *judgment*, *liaison*, *memento*, *minuscule*, *occasion*, *occurrence*, *omission*, *prerogative*, *perseverance*, *recommend*, *referred*, *resistance*, *seize*, *separate*, *supersede*, *threshold*, *tomorrow*, or *withhold*.
- Don't say you're *disinterested* in the results, when you're *uninterested* in them.
- Eliminate *uhm*, *you know*, *like uhm*, and other such annoying communication obstacles from your speech. In short, clean up your speech.

List Evaluation: Fair Good Great

(Source: *Yes, You Can!*)

## IMPROVE YOUR VOCABULARY

- Don't equate enhancing your vocabulary with learning those fourteen-letter words that challenged you on the SATs. Having a powerful vocabulary is using the right word to get the desired result. Long, unfamiliar words only confuse and frustrate receivers of your messages.
- Read voraciously. Consume one book a week. Alternate those that you read for fun with those on the lists of "great books." Read newspapers and magazines daily.
- Devour newspaper columns on word usage. Play the word games in newspapers and magazines. Become a fan of the cross-word puzzle in The New York Times.
- Read any of the books written by noted wordsmith William Safire.



- Read *The Art of Plain Talk*, by Rudolph Fleisch.
- Keep an excellent dictionary and thesaurus in your personal library or on your word processor.
- Play Scrabble or some of the newer word board games.
- Learn one new word a day. Find an opportunity to use it the next day.
- Exercise your vocabulary at every opportunity. Join a group where you'll be called upon to speak and write.
- Listen to great speakers. Learn from their use of the "king's English."

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# WINNING OVER WORRY

1. Don't give up. Hope in God.
2. Walk by faith, not by sight.
3. Take time out for a good laugh.
4. Use the Bible as a window to see your world.
5. Never trouble trouble until trouble troubles you.
6. Make choices based on God's Word.
7. Give thanks to the Lord, for He is good.
8. Ask for God's strength to get you through.
9. Stop and enjoy the moment.
10. Pray as if everything depended upon God—it does.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

*Man does not simply exist,  
but always decides  
what his existence will be,  
what he will become  
in the next moment.*

~ Viktor Frankel

## CHOOSE POWERFUL WORDS

- Avoid euphemisms—words that make concepts more “socially correct,” but weaker. Don’t perspire when you should sweat.
- Leave no doubt as to your intent. “Do it as soon as you can” may tell me I can wait until I’m good and ready.
- Avoid the technical language of your profession, the slang of your social group, or the idioms of your home town with those who won’t understand them.
- Forget every worn-out phrase you ever learned. Don’t remind us that “you can’t tell a book by its cover.”
- Favor shorter words. Don’t inquire about an opinion; ask for it. Don’t utilize what you can use.
- Increase the power of your suggestion with specific, colorful language. Your claim of interest won’t carry the same weight as your excitement or inspiration.
- Speak in the active voice. “My love for you is shown by...” isn’t as strong as “I show my love for you by...”

- Don't overuse a verb, noun, or adjective in the same letter or speech. Example: You can give *fast* a rest with *breakneck*, *snappy*, *swift*, *quick*, *speedy*, or *brisk*.
- Use friendly contractions (e.g., "I'll" for "I will") in all but the most formal communications.
- Overcome sexist language: Use the term "girl" only if you use "boy" in the same or next sentence. Avoid the generic "he" when you mean a man or woman. Find substitutes for "- man" and "-men" word endings (e.g., say "mail carrier" instead of "mailman"). If a woman has a professional title (e.g., "Dr."), use it.

List Evaluation: Fair Good Great

(Source: *Yes, You Can!*)

## IMPROVE YOUR MEMORY

- Exercise moderately, but regularly. You'll improve your memory by enhancing your strength and cardiovascular condition, lessening stress, and improving digestion and sleep.
- Keep a diary for a month, recording your memory lapses. Do you tend to forget names, telephone numbers, appointments, facts, or something else? On which areas do you need to focus your memory improvement?
- Look over material you need to memorize, then let some time pass before you review it again. Double the time before you look at it again. Keep doubling the time between reviews.
- Do this to remember names: listen to the pronunciation of the name while looking intently at the person; repeat the full name; translate the name into a familiar object and juxtapose it

on an unusual facial feature of the person; later, look back at people you've met and associate names with faces.

- Remember lists of items by turning them into pictures that you connect together in your mind's eye.
- Use the time just before you go to sleep—preferably while relaxing in bed—to commit things to memory.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## DISCOVER YOUR HIDDEN TALENTS

- Try new things. Take on new assignments. Consider new career directions. Experiment with your aptitudes. Keep searching for your niche.
- Write this at the top of a sheet of paper: "Things I really enjoy doing." Carry this sheet around with you for a week, making entries as you think of them. At the end of the week, study the list and ask yourself how closely it corresponds to what you actually do. Any items on the list that are not now a part of your life and work may represent hidden talents.
- At the top of a second sheet of paper write: "Things I did well years ago but have stopped doing." Each entry on this sheet is a potential forgotten talent.
- At the top of a third sheet of paper write: "Things I do that



people compliment me on or say I make look easy.” These may be talents for which you want to find a larger outlet and more opportunity to apply.

● Ask people close to you these questions: “Do you think I’m making the best possible use of my abilities? Is there something you believe I have the ability to do that I’m not doing? Have I missed my calling?”

● What do you do apart from work? Which of your talents is evident in the groups you join, the volunteer work you do, and the hobbies you enjoy? Find ways to apply some of these talents more fully in your work and in your family life.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## TWELVE STEPS TO CREATIVE THINKING

**1. Right away, write it down.**

Record ideas as soon as you think of them. Keep paper and pen handy at all times – in your car, by your television, on your night stand.

**2. Listen to music.**

Listen to whatever sparks your imagination, whether it's Bach, the Beatles, or something you've never heard before.

**3. Exercise.**

Go for a run, shoot some hoops, do jumping jacks—anything that starts your blood pumping and keeps your mind sharp.

**4. Brainstorm with a friend, co-worker, or six-year-old.**

Talk with someone who looks at the world a little differently than you do. Chances are, he or she will inspire a new approach.

**5. Do it poorly.**

If you're a perfectionist, don't be. Create something that isn't

necessarily your best work, but that gets the job done. Then go back later to fix it or redo it.

**6. Watch people.**

Go downtown or to the mall, sit on a bench, and observe the passersby. Imagine what kind of life they lead.

**7. Keep a journal.**

Write about your life and what's important to you, then revisit your old thoughts when you need new ideas.

**8. Pray or read the Bible.**

Putting life into spiritual perspective can take the pressure off and jump-start the creative juices.

**9. Free-write.**

Sit down at the computer or with pen and paper and write whatever comes into your mind. You might be surprised at what comes out.

**10. Change your locale.**

Find a new quiet place—a park, the beach, a library, or just a different room—and let your mind wander.

**11. Wash the dishes or mow the lawn.**

It's easy and it gives you a feeling of accomplishment while you're trying to think.

**12. Sleep on it.**

If nothing is working, your best bet may be to give up for now. Let your subconscious create overnight and you'll have fresh ideas tomorrow.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## CHAPTER FOUR

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# HEALTHY LIVING



*Therefore, I urge you, brothers, in view of God's mercy,  
to offer your bodies as living sacrifices, holy and pleasing  
to God—this is your spiritual act of worship.*

*Do not conform any longer to the pattern of this world,  
but be transformed by the renewing of your mind.*

Romans 12:1, 2

## REDUCE YOUR STRESS

- Engage in active leisure activities such as taking in amusement park rides, mountain climbing, skiing, playing tennis.
- Find a hobby that exercises and relaxes your mind. Examples: collecting favorite items, playing music, reading, painting, working on crafts.
- Set aside three hours each weekend to visit a local museum, library, or historic site.
- Redecorate your office: paint the walls a soothing blue; put a table lamp on your desk for easier reading; get a few green plants to provide visual pleasure; bring something from home to personalize the decor.
- Take frequent short breaks: inhale very slowly and deeply.

- Reject stress-generating thoughts. Stop expecting so much of yourself and others.
- Buy a book or a tape on relaxation techniques and breathing exercises.
- Practice good nutrition, get regular exercise, and adopt proper sleeping patterns.
- Before you buy any so-called labor-saving device, be sure it will really make your life better and not merely cram more productivity into your day.

*List Evaluation:* Fair   Good   Great

(Source: *Yes, You Can!*)

# ATTAINING SUPER HEALTH

The secret of building powerful muscular control is regular daily exercise. However, avoid overstrain.

Don't weaken in your determination to exercise daily. It's hard work to stiffen soft muscles into sinews of steel—but it's worth it.

In unity there is strength. Form exercise clubs with your close pals so that you will all benefit.

Don't slouch. Keep your head high, shoulders back, chin in, and chest out. You'll be surprised at the confidence you gain in yourself.

A well-rounded diet is essential; fruits, vegetables, and plenty of water (added) are advisable.



Follow the “New Start” approach to healthy living (added):

- N** - Nutrition
- E** - Exercise
- W** - Water
- S** - Sunlight
- T** - Temperance
- A** - Air
- R** - Rest
- T** - Trust in God

*List Evaluation:* Fair Good Great

(Source: *The Official Rules of Life*)

## TWENTY FUN ACTIVITIES

1. Bake cookies.
2. Help a neighbor.
3. Enjoy nature (i.e., watch for animals, set up a bird feeder, get an ant farm, collect bugs, find shapes in the clouds, or study the stars).
4. Visit a zoo or museum or carnival.
5. Create a painting or a poster.
6. Put on a play or puppet show.
7. Find something to collect (shells, coins, rocks, sports cards, anything).
8. Plant a garden.
9. Collect cans and bottles and give the money to charity.
10. Fly a kite.
11. Take flowers and a card to someone sick or lonely.
12. Read books aloud.
13. Make giant pictures on your driveway with sidewalk chalk.

14. Do a talent show.
15. Go on a hike or bicycle ride.
16. Look at family photographs or videos.
17. Tell stories.
18. Make family cards (for Christmas, Valentine's Day, Thanksgiving, and birthdays).
19. Paint each other's faces.
20. Sing songs and/or make up songs.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## HEALTHY LIVING

- Don't think about going to sleep; focus on getting as cozy and comfortable as you can in bed.
- If you lie in bed for thirty minutes without falling asleep, get up and do something relaxing. Then return to bed for a fresh start.
- If your insomnia is serious, make an appointment at the sleep disorder clinic at the nearest medical center.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## DEFEAT INSOMNIA

- Don't ingest large amounts of caffeine within a few hours of retiring.
- Cut back on the pace of your physical activity at least one hour before retiring.
- Refuse to participate in any disturbing or stimulating discussions in the last hour before retiring for the night. Don't watch the news just before going to bed.
- Take a calming, satisfying book to bed. Get under the covers and read lying on your back.
- Play a relaxation tape at bedside. Some are recorded just for this purpose, or choose your own from the easy-listening section of your music store.
- Select a pleasant, satisfying fantasy to run through in your mind once the lights go out. Keep searching for one that works consistently for you.

# HOW TO SURVIVE AUTOMOBILE TRAVEL

1. Be familiar with local road warning signs and laws.
2. Avoid driving yourself, if possible.
3. Avoid driving in inclement weather conditions, night time or on weekends.
4. Stay off the road in high-risk countries.
5. Reduce your speed.
6. Wear a seat belt, rent bigger cars, drive during daylight, use freeways, carry a map and a good road guide, etc.
7. If you can hire a driver with car, do so.
8. Don't drive tired or while suffering from jet lag.

*List Evaluation:* Fair Good Great

(Source: *Fielding's ...*)

*Just when I think  
I have learned the way to live,  
life changes.*

~ Hugh Prather

# IMPROVE YOUR HEALTH

Good health is a prerequisite for tackling each of the challenges in life. No matter what your age or circumstances, you can improve your health in some simple ways.

- Don't smoke. Even those who escape cancer have their energy sapped by this nasty habit.
- Avoid drinking alcohol. It causes accidents, illness, family trauma, and a deterioration of your personal effectiveness. Remember, alcohol is a drug that kills brain cells.
- Don't use drugs. Substances like cocaine can damage the cardiovascular system and brain.
- Reduce your risk of AIDS and other sexually-transmitted diseases through a combination of abstinence, fidelity, and the use of condoms.
- Get a complete physical examination every two years before the age of forty and every year thereafter.



- Wear a seat belt every time you ride in a car.
- Protect your skin from the sun. Be certain to get enough sun in the winter months to ward off depressed moods, lethargy, and increased appetite.
- Eat three well-balanced meals each day. Cut down on fats. Watch your sodium intake. Eat more fruits, vegetables, and grains. Drink plenty of water.
- Exercise regularly.
- Have your drinking water analyzed for bacteria and lead.
- Install at least one smoke alarm and one carbon dioxide detector in your home, and keep the batteries fresh. Check radon levels if you live in a high-risk area of the country.
- Use your mind to improve your health. Better relationships and a more positive outlook on life will benefit your physical well-being. Even laughter helps.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# WARNING SIGNS OF CANCER

## **PRIMARY WARNING SIGNS:**

1. Change in bowel or bladder habits
2. A sore that does not heal
3. Unusual bleeding or discharge
4. Thickening or lump in the breast or elsewhere
5. Persistent indigestion or difficulty swallowing
6. Obvious change in a wart or mole
7. Nagging cough or hoarseness

**SECONDARY WARNING SIGNS:**

8. Chronic fatigue
9. Prolonged depression
10. Sudden loss of appetite
11. Unexplained and chronic pain
12. Any other unusual and troublesome changes in your body
13. Long-term paleness
14. Unexplained bruising

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

# TWENTY-ONE FACTORS FOR A LONG, HEALTHY LIFE

In order of importance:

1. Not smoking.
2. Wearing your seat belt.
4. Avoid drinking and driving.
5. Having a smoke detector in your home.
6. Socializing regularly.
7. Getting frequent strenuous exercise.
8. Don't drink alcohol.
9. Avoiding home accidents.
10. Limiting fat in your diet.
11. Maintaining your proper weight.
12. Obeying the speed limit.
13. Getting an annual blood pressure test.

14. Controlling stress.
15. Consuming fiber.
16. Limiting cholesterol in your diet.
17. Getting adequate vitamins and minerals.
18. Having an annual dental exam.
19. Limiting sodium in your diet.
20. Limiting consumption of sugar and sweets.
21. Getting seven to eight hours of sleep each night.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

# SEVEN WAYS TO KEEP YOUR BRAIN CELLS WORKING

1. Play complex puzzles and games such as Scrabble or Chess.
2. Learn a foreign language.
3. Study music.
4. Solve math problems without using a calculator.
5. Write letters or poetry.
6. Engage in thought-provoking discussions.
7. Study and memorize Scripture.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

*My advice to you is not  
to inquire why or whether,  
but just to enjoy your ice cream  
while it's on your plate.*

~ Thornton Wilder

# BENEFITS OF EXERCISE

## **IMPROVED HEALTH:**

- Increased efficiency of heart and lungs
- Reduced cholesterol levels
- Increased muscle strength
- Reduced blood pressure
- Reduced risk of major illnesses (i.e) diabetes, heart disease
- Weight loss

## **IMPROVED SENSE OF WELL-BEING:**

- More energy
- Less stress
- Improved quality of sleep
- Improved ability to cope with stress
- Increased mental acuity



### **IMPROVED APPEARANCE:**

- Weight loss
- Toned muscles
- Improved posture

### **ENHANCED SOCIAL LIFE:**

- Improved self-image
- Increased opportunities to make new friends
- Increased opportunities to share an activity with friends or family members

### **INCREASED STAMINA:**

- Increased productivity
- Increased physical capabilities
- Less frequent injuries
- Improved immunity to minor illnesses

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

*Man cannot discover  
new oceans unless he has  
the courage to lose sight  
of the shore.*

~ Unknown

## CHAPTER FIVE

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# PROBLEM SOLVING



*Whether you turn to the right or to the left,  
your ears will hear a voice behind you saying,  
“This is the way; walk in it.”*

Isaiah 30:21

# THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

## **PRIVATE VICTORY –**

**Habit 1:** Be Proactive (Personal Vision)

**Habit 2:** Begin With the End in Mind (Personal Leadership)

**Habit 3:** Put First Things First (Personal Management)

## **PUBLIC VICTORY –**

**Habit 4:** Think Win/Win (Interpersonal Leadership)

**Habit 5:** Seek First to Understand, Then to Be Understood  
(Empathic Communication)

**Habit 6:** Synergize (Creative Cooperation)

## **RENEWAL –**

**Habit 7:** Sharpen the Saw (Balanced Self-Renewal)

*List Evaluation:* Fair Good Great

(Source: *The Seven Habits of  
Highly Effective People*)

*The little foxes  
that ruin the vineyards.*

Song of Solomon 2:15

## EIGHT THINGS YOU NEED TO KNOW ABOUT FAILURE

**1. To fail is not the same as being a failure.**

One may have many failings and yet still be far from being a failure.

**2. To fail is not the disgrace everyone thinks it is.**

To err is to do nothing more than to join the human race.

**3. Failure is only a temporary setback.**

Failure is never the final chapter of the book of your life unless you give up and quit.

**4. Nothing worthwhile is ever achieved without running the risk of failure.**

The man who risks everything to try to achieve something truly worthwhile and fails is anything but a disgraceful failure.

**5. Failure is a natural preparation for success.**

Strange as it may seem, success is much more difficult to live with successfully than is failure.

**6. Every failing brings with it the possibilities of something greater.**

Analyze failure under whatever circumstances you choose, and you will discover some seeds for turning failure into success.

**7. What you do with failures in your life is up to you.**

Failure is either a blessing or a curse, depending upon the individual's reaction or response to it.

**8. Failings are opportunities to learn how to do things better the next time—to learn where the pitfalls are and how to avoid them. The best possible thing to do with failure is to learn all you can from it.**

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## CONQUER ADVERSITY

- Everyone goes through bad times. Successful people know how to snap back.
- Maintain confidence in your resilience. Don't underestimate your power to push beyond what you're normally capable of. Take advantage of this opportunity to prove that you can take control of your life.
- Pray. Develop an unshakable belief in something greater than yourself. Faith in God is a great comfort in times of trial. Even people who aren't religious need to believe in something beyond self-preservation.
- Move quickly through the natural period of feeling sorry for yourself. Dissolve your disappointment, anger, or grief so you can get on with your life.
- Develop a concrete plan for recovery soon after adversity strikes. Win the battle by committing yourself to an aggressive strategy for overcoming hardship.



- Find the opportunity that adversity always presents. Any change in the status quo provides an opening for improving your life.
- Let your friends and family help to absorb the pain and give you ideas to cope with the adversity and get beyond it. Don't pull in—reach out.
- Persist. Fight. Survive. Don't even think about quitting.
- Fulfill the obligation you have to yourself and to the people in your life not to even consider the possibility of allowing yourself to be victimized by tough times.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# FORGIVE YOUR MISTAKES

- When you've made an error that gets you down, take out a sheet of paper and write down exactly what happened.
- Assess why you made the mistake. What were the causes? How many of them were within your control?
- Think about the problems or pain created by the error and who might suffer. What's the worst thing likely to happen as a result? Check with someone else; reality usually isn't as bad as your fears would have you believe.
- Apologize and seek forgiveness quickly from people who may have suffered as a result of your mistake. When they offer forgiveness, accept it with thanks.
- If guilt is consuming you, seek professional guidance or spiritual counsel.

- Recognize the benefits of the mistake. What good has come out of it? If nothing else, you have learned a valuable lesson for your future behavior. What is it? (Vulcanized rubber, Post-it notes, and penicillin were all created by mistake.)
- Use your mistakes to build a greater understanding of others who make mistakes and how they feel about them. Forgive generously and quickly when you believe that the other person is sincerely repentant.
- Remember that a mistake reflects your performance in a particular situation under a particular set of circumstances. It is not a statement about you. You have the power to change your performance in the future.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# POWERFUL SEVENS

## **VICES: Seven Deadly Sins**

**Pride**—self-absorption, self-assertion

**Envy**—resentment at the happiness of others

**Anger**—the willing harm and destruction of others

**Sloth**—lethargy toward God, the good, and the ideal

**Avarice**—the centrifugal reach to grasp and hang on to the world's goods

**Gluttony**—the drive to consume an inordinate amount of worldly goods

**Lust**—the inordinate and dissipating desire for every attractive body

**VIRTUES: Beatitudes**

**Poverty of Spirit**—humility, selflessness

**Mourning**—sharing the unhappiness of others

**Meekness**—refusal to do harm to others and desire for peace making

**Hunger and Thirst After Righteousness**—passion for and pursuit of God, the good, and the ideal

**Mercy**—the centripetal reach to share with others, even the undeserving

**Those Persecuted**—the dedication that can surmount deprivation of even basic necessities

**Purity of Heart**—the true desire for God that centers and unifies the soul

*List Evaluation:* Fair Good Great

(Source: *Steering Through Chaos*)

## REDUCE YOUR WORRY

How do you handle your worries? Do you keep them in perspective, or do you allow them to discourage, depress, and debilitate you? You can prevent your worries from making more worries.

● Ask yourself, “Is it real? What is the evidence that there really is something to fear?”

● If the situation is real, what are the implications? How long will it last? How will you deal with it? Is it something you can change—right now?

● Ask yourself, “What do I accomplish by worrying about this?” If the feared event is in the future, ask yourself three questions: “What is the worst thing that could happen? How likely is this possibility? What can I do to reduce the possibility that it will occur?”

● Carpe diem! (Seize the day!) Act now to keep this situation from taking you over.

- Ask yourself, "How will I feel about this a year from now? Will the test of time show that this is anywhere near as important as I've convinced myself it is?"
- Change how you foresee a dreaded event. Discover what is actually good in it and look forward to those benefits.
- Talk over your problems with someone who will listen.
- Write about your problems. Jot down some ideas for how to deal with your problems.
- Promise people you know that whenever they catch you worrying about things that are beyond your control, you'll pay them \$1. Agree to see a therapist as soon as you've lost \$10.
- Read Dale Carnegie's book, *How to Stop Worrying and Start Living*.

List Evaluation: Fair Good Great

(Source: *Yes, You Can!*)

## FEEL MORE OPTIMISTIC

We live in increasingly negative times fueled by the disintegration of social bonds and the dissolution of religious faith. A measure of optimism helps to combat gloom and gives us the courage and the energy to shed adversity.

- Remember that life teaches us that this, too, will pass.
- Dispute thoughts that a present adversity is hopeless or permanent. Describe the causes of your pessimism on a sheet of paper; next to each cause, document the evidence that it is real and not imagined. For each real cause, write down at least one way to counteract it. Challenge the imagined causes with alternative explanations and contradictory evidence.
- Share your concerns with people you love. Talk through problems with them. Let them help you.
- Reject unnecessarily negative assumptions. Example: Rather than believe that the world is falling apart, tell yourself, "We would benefit from a moral renewal."



- When you feel yourself slipping, talk yourself out of despair. Say something like, "I'm going to overwhelm this bad feeling. Optimism is pouring in through every pore of my skin."
- Recognize that two common causes of pessimism are fear and hate. The greatest danger of these emotions is that they shut off your mind. Determine whether either is at the root of your discouragement, and if you discover one of these emotions, exorcize it.
- Distract yourself from depressing thoughts. Every time you catch yourself complaining, quickly immerse yourself in an activity that will take your mind off the troubling subject.
- Keep bleak news in perspective.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## INCREASE YOUR SELF-ESTEEM

- Get angry enough to do what it takes to reverse the losses you suffer as a result of your low self-regard. Don't tolerate another awful day of the status quo.
- If you hold deep-seated spiritual beliefs, fall back on them. Many religions provide believers with an inner power that builds self-esteem.
- Elevate other human beings. Teach them something to improve their lives. Serve them. Help them achieve goals they can't reach by themselves. Empower them to succeed. Watch your inner self grow as a result.
- Write down three personal development goals. At the beginning of each day ask yourself, "What will I do to work on one of my goals today?" Let the pursuit and the achievement of these goals lift your self-concept.

- Make a list of your most important accomplishments in the past twelve months. Study the list. None of them may get into *The Guinness Book of Records*, but you have made a difference in the lives of others.
- Talk about your low self-esteem to someone whose opinion you respect. Get ready for a shock when this person tells you how valuable you are.
- Write an essay that answers these questions: What life experiences have led you to devalue yourself? What price do you pay for feeling the way you do—how much does it hold you back? Are you angry enough about what is going on to want to make a change? What's your plan? When will you start?

List Evaluation: Fair Good Great

(Source: *Yes, You Can!*)

## TEN LESSONS FROM THE FUTURE

**1. Information and ideas fuel the new global economy.**

Pure knowledge is worthless. Skills and ideas are everything.

**2. Biotechnology is the second information revolution.**

Information professionals, rather than biologists, are creating an economy that will have a more profound impact on our world than anything seen in the Digital Age.

**3. It's the personal age.**

As the focus of the new economy shifts from centralized control to individual responsibility, everything from computing to healthcare to manufacturing to energy production will feel the benefits of decentralization.

**4. Leadership can be widely shared.**

Organizations are beginning to resemble flocks of birds, as individuals take turns to determine direction and lead aspects of the enterprise.

**5. Fractal/non-linear behavior is the norm.**

Don't be afraid of chaos. It's just biological behavior.

**6. The “unknown” is the realm of all possibilities.**

Uncertainty presents a moment of real freedom. Leave the baggage of experience behind. Take a giant leap into the Great Unknown.

**7. Eat yourself—become your own worst nightmare.**

Don’t wait for new competitors to show you how customers ought to be serviced. Do it yourself, while you can still afford it.

**8. You can no longer learn just from experience.**

The faster things change, the less relevant experience becomes. You must learn from the future.

**9. Don’t compete.**

We’re living in the most competitive market in history. So don’t compete. Find white-space opportunities in which you have no competitors.

**10. It’s one world, one mind, one time.**

Our planet is wrapped in a digital skin, uniting all people, with one internal clock that runs  $24 \times 7 \times 52$ . Use the entire global resource base. Beat to your customers’ drum.

*List Evaluation:* Fair Good Great

(Source: *Ten Lessons  
From the Future*)

# A ROAD MAP THROUGH GRIEF

1. Pace yourself.
2. Lean into the pain.
3. Get ready for a second wave of grief.
4. Trust the recovery process.
5. Welcome help from those who love you.
6. Protect your physical health.
7. Refuse to live with regrets.
8. Avoid major changes.
9. Look beyond people's words.
10. Let your grief benefit others.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## CHAPTER SIX

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# FAMILY LIFE



*If anyone does not provide for his relatives,  
and especially for his immediate family,  
he has denied the faith  
and is worse than an unbeliever.*

1 Timothy 5:8

## CHOOSE A COMPATIBLE MATE

- Divorce is painful—unhappy marriages are worse. It will be tough enough to make a life with another person if you pick the right person.
- Before you marry, think long and hard about what marriage means to you. Why are you getting married? To eliminate a deficit in your existence (for example, loneliness), or to enjoy life more fully by sharing it with someone else? The latter is a healthier reason.
- What explicit expectations do you have for a spouse? Are there any behaviors you insist upon? What kind of relationship are you hoping for? Discuss the answers to these questions with your future spouse.



- Over a period of weeks discuss the expectations both of you have for marriage. Decide what's really important, resolve any differences, and negotiate to the point where you can willingly buy into each other's expectations before you tie the knot.
- Marry based on compatibility, caring, and common values. Slight adjustments in these areas may be possible, but don't hope for, or expect, major changes.
- Do you like everything about the way your future spouse has treated you before you decided to get married? If not, remember: it won't get any better after the ceremony.
- What do you enjoy more—the things you do for your prospective spouse or the things that he or she does for you? The future looks bright for the two of you if you each respond to this question by saying, "The things I do for her [him]."
- Can you say with confidence that you're looking forward to growing old with this person?

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## WHAT KEEPS A MARRIAGE STRONG

Here are the reasons couples have given for staying together:

My spouse is my best friend.

We enjoy our time together.

I like my spouse as a person.

Marriage is a lifelong commitment.

My spouse is interested in me as a person.

Marriage is sacred.

We have common dreams and goals.

Children need a stable home.

My spouse is positive and builds me up.

I want the relationship to succeed.

We respect and appreciate each other.

My spouse encourages my personal growth.

We laugh together.

I trust my spouse.

We have a positive sexual life.

We have built a secure and comfortable life together.

My spouse accepts me for who I am.

We have similar beliefs and interests.

We communicate well.

I respect my spouse.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

# FIVE MUSTS FOR EVERY FAMILY

**1. An attitude of service.**

When family members help each other, the whole family benefits.

**2. Intimacy between a husband and wife.**

When a couple connects, it satisfies their inner longings and gives the children a loving model of what family is all about.

**3. Parents who teach and train.**

Guiding your children is a team effort.

**4. Husbands who are loving leaders.**

A man needs to lead his wife and children in a loving way and live his spiritual and moral values.

**5. Children who obey and honor their parents.**

Children need to learn that living by rules is good for them and everyone around them.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

# RESOLVE FAMILY QUARRELS

Family disputes are normal, unavoidable, and even helpful. Family members often emerge from conflict with a clearer, stronger, and healthier sense of family unity and commitment. You can resolve conflict with a family member in a way that strengthens your relationship.

- A necessary prerequisite to resolving family quarrels is to swallow your pride and believe that your most important goal is to restore family harmony.
- Restore the dignity and self-respect of family members who may have lost face during the disagreement or who may lose face in the process of resolving the dispute. Applaud members who are willing to back down from earlier positions.
- Offer to make a concession. Give in on demands; make a friendly gesture.

- Admit you were wrong about something. This gesture is likely to encourage the other person to do the same.
- Recognize that a lot of family conflict is caused not by genuine disagreement but by misunderstanding. Initiate a meeting where each of you role-play each other, doing your best to articulate the position the other person has taken. Listen as your earlier miscommunications get cleared up.
- When confronting a family member, stick to the issues. Don't get caught up in an exchange of accusations.
- Focus on fixing the future, not laying blame for the past.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# THE SIX A'S OF PARENTING

## **1. BE AWARE**

Study your children. They're wonderful creations. Listen to them, watch them, ask them questions. Talk with them, not to them. Discover their likes and dislikes, their dreams and fears, their strengths and weaknesses. Recognize how special they are.

## **2. BE ASSERTIVE**

There are lessons you've learned from life, so pass them on. Teach truth. Provide reasonable rules and consistent consequences when those rules are broken. Be strong and give your children security without being rigid, insensitive, abusive, angry, or exasperating.

## **3. BE ACCEPTING**

Focus on the positives and assist children with their negatives. Don't expect perfection from them, lest they turn and expect it from you. Remember that children are often immature and teenagers are frequently impulsive. Be patient with them.



#### **4. BE APPROACHABLE**

One of the biggest problems is emotional distance from your children. Be close to your children. Spend quality time with them. Laugh with them; play with them; enjoy them. Take them on walks and outings and vacations. Truly connect with them.

#### **5. BE AFFECTIONATE**

Hug them often and tell them you love them every day. Give them compliments and encourage them versus discouraging them. Don't yell, hit, name call, or belittle them. Treat them gently and with respect. Treasure them.

#### **6. BE ALERT**

The world is full of dangers and temptations. Parents are protectors. Watch over your children and warn them. Protect them without being paranoid. Most important of all, pray for them daily.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## QUALITIES TO PASS ON TO YOUR CHILDREN

**DETERMINATION:** Stick with it, regardless.

**HONESTY:** Speak and live the truth – always.

**RESPONSIBILITY:** Be dependable, be trustworthy.

**THOUGHTFULNESS:** Think of others before yourself.

**CONFIDENTIALITY:** Don't tell secrets. Seal your lips.

**PUNCTUALITY:** Be on time.

**SELF-CONTROL:** When under stress, stay calm.

**PATIENCE:** Fight irritability. Be willing to wait.

**PURITY:** Reject anything that lowers your standards.

**COMPASSION:** When another hurts, feel it with him.

**DILIGENCE:** Work hard. Tough it out.

*List Evaluation:* Fair Good Great

*(Source: Lists to Live By)*

*Family is certainly not dead  
in America, but it looks  
and behaves very differently  
than it used to.*

*~ George Barna*

## RAISE POSITIVE, SUCCESSFUL CHILDREN

- Teach your children to express emotional distress and pain rather than sit on their feelings.
- Dish out lots of positive reinforcement. When you do, praise your children's deeds, not them, so as not to connect their self-esteem to their performance. In the same way, when you criticize, condemn the deed, not the doer.
- Respond to expressions of fear by asking your children to talk about what they are feeling.
- Accept their emotions as real. Never criticize, ridicule, or make light of their feelings.
- Lavish attention on older siblings when a new baby arrives.
- Don't smother children with protection and control.

- Give them privacy without letting them become reclusive.
- When they are infants, respond quickly to their cries and give them lots of physical love.
- Listen to your children. Don't make them wait to share something important with you; at the same time, teach them that their needs won't always be met on demand.
- Educate them about sex before the "streets" take over.
- If you love your work, let your children know.
- Let your children witness expressions of warmth, caring, and displays of affection between you and your spouse.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## BE A VALUED SON OR DAUGHTER

- Don't take advantage of your parents. Do everything possible to avoid infringing on their lives after you should have moved out for good.
- Give your parents the solitude they want but may not ask for. Older parents have the same need for privacy they had when they were young. They still make love, share precious moments, and engage in other forms of intimacy.
- Introduce them to your friends; help your parents to feel a part of your life.
- While you're still living with your parents, assume regular responsibilities for chores around the house.
- Ask them for advice. This will make your parents feel useful, and you'll benefit from their years of experience.

- When you disagree with them, do so openly but respectfully. Make it clear that your disagreement in no way diminishes the esteem in which you hold them.
- Surprise them on anniversaries, cook for them, send them on vacations, and do other nice things for them.
- Maintain close and warm relations with your siblings. A close-knit family is a source of support for you and a source of satisfaction for your parents.
- After you move out of the house, stay in close communication with them. Call, write, and visit often. Bring your family to spend the holidays with your parents.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# EIGHTEEN BIBLE RULES

## ABOUT SEX (ADAPTED)

1. You shall not commit adultery (Ex. 20:14).
2. You shall not covet your neighbor's wife (Ex. 20:17).
3. You shall not have sexual intercourse with family members (see Lev. 18).
4. You shall not have sexual intercourse with both a woman and her daughter (Lev. 18:17).
5. You shall not have sexual intercourse with a person of the same sex as you are (Lev. 18:22).
6. You shall not have sexual intercourse with an animal (Lev. 18:23).
7. You shall not prostitute your daughter to cause her to become a whore (Lev. 19:29).
8. You shall not wear clothing pertaining to the opposite sex (Deut. 22:5).
9. Do not make your neighbor drunk in order to look upon his [or her] nakedness (Hab. 2:15).



10. Do not look upon a woman to lust after her (Matt. 5:28).
11. Abstain from fornication (Acts 15:29).
12. Homosexual acts are unnatural and are the results of vile affections which can lead to reprobate minds (Rom. 1:26-28).
13. Fornication is a sin against your own body (1 Cor. 6:18).
14. To avoid fornication, let every man have his own wife, and let every woman have her own husband (1 Cor. 7:2).
15. The husband or the wife should not withhold sexual favors except for short periods, by mutual consent, for purposes of fasting and prayer (1 Cor. 7:4, 5).
16. Lasciviousness and concupiscence are works of the flesh and not of the Spirit (Gal. 5:19; Col. 3:5).
17. The marriage bed is undefiled (Heb. 13:4).
18. The lust of the eyes and the lust of the flesh are of the world and not of the Father (1 John 2:16).

*List Evaluation:* Fair Good Great

(Source: *Meredith's Big Book  
of Bible Lists*)

## TOUGH QUESTIONS TO ASK ELDERLY PARENTS

1. Do you have up-to-date wills?
2. Do you have hidden assets or liabilities?
3. Where do you keep your important financial documents?
4. Who will handle your affairs if you become incapacitated?
5. Do you have a living will and a medical power of attorney?
6. Do you have sufficient medical insurance?
7. Do you have long-term care insurance?
8. Have you made funeral plans?

9. Will your estate owe taxes, and do you have money to pay them?
10. Do you know Jesus as your personal Saviour?

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

*A healthy family is  
sacred territory.*

*~ Author Unknown*

## CHAPTER SEVEN

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# INSIGHTFUL INFORMATION



*A wise man has great power,  
and a man of knowledge increases strength.*

Proverbs 24:5

## AFRICAN-AMERICAN HISTORY TRIVIA

- In 1964, when Martin Luther King, Jr., received the Nobel Peace Prize at age 35, he was the youngest man ever to receive this honor.
- In 1990, Jesse Jackson negotiated the release of nearly 300 hostages held by Iraq.
- In 1977, Andrew Young became the first African-American U.S. Ambassador to the United Nations.
- In 1946, a fifty-cent coin commemorating Booker T. Washington was issued; it was the first coin to honor an African-American and the first one designed by an African-American.
- Charlotte E. Ray became the first African-American female lawyer in 1872.
- Approximately 189,000 African-Americans fought for the North in the Civil War.

- Approximately 70,000 African-Americans died in the Civil War.
- The first indentured African servants arrived in Jamestown, Virginia, in 1619.
- In 1990, Sharon Pratt Kelly was elected mayor of Washington, D.C., becoming the first African-American female mayor of a major U.S. city.
- The last slave ship to arrive in America, the *Clothilde*, landed in Alabama.
- In *Before the Mayflower*, Lerone Bennet, Jr., estimates that because of a long history of intermarriage and Blacks “passing” for White, approximately 20 percent of American Whites have Black ancestors and 70 to 80 percent of African-Americans have White and Native American ancestors.
- Sculptor, Selma Burke, designed the profile of President Franklin D. Roosevelt that appears on the dime.
- All 50 states recognized Dr. Martin Luther King, Jr., Day in 1993.
- The Montgomery bus boycott, led by Dr. Martin Luther King, Jr., lasted one year.

LIST #61

- Lemuel Haynes was a Black preacher who had a White congregation in 1753.
- Hiram S. T. Bennett, an African-American chef in the mid-1800s, may have been the first to make the potato chip.

*List Evaluation:* Fair Good Great

(Source: *African American  
Answer Book-History*)



*If a house is divided  
against itself,  
that house cannot stand.*

Mark 3:25

# ALCOHOLICS ANONYMOUS: THE TWELVE STEPS

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, ourselves and another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.

9. Made direct amends to such persons wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and, when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had spiritual awakening as the result of these steps, we tried to carry this message to alcoholics and to practice these principles in all our affairs.

*List Evaluation:* Fair Good Great

(Source: *The Official Rules of Life*)

# GENEVA CONVENTION

## RULES OF WAR

### (15 RULES)

**Rule 1:** Warring nations cannot use chemical weapons against each other.

**Rule 2:** The use of expanding bullets or materials calculated to cause unnecessary suffering is prohibited.

**Rule 3:** The discharge of projectiles (such as bullets or rockets) from balloons is prohibited.

**Rule 4:** Prisoners of war must be humanely treated and protected from violence. Prisoners cannot be beaten or used for propaganda purposes (to try to change the way people think about something).

**Rule 5:** Prisoners of war must give their true name and rank, or they will lose their prisoner of war protection.

**Rule 6:** Nations must follow procedures to identify the dead and wounded and to send information to their families.

**Rule 7:** Killing anyone who has surrendered is prohibited.

**Rule 8:** Zones must be set up in fighting areas to which the sick and injured can be taken for treatment.

**Rule 9:** Special protection from attack is granted to civilian hospitals marked with the Red Cross.

**Rule 10:** The free passage of medical supplies is allowed.

**Rule 11:** Shipwrecked members of the armed forces at sea should be taken ashore to safety.

**Rule 12:** Any army that takes control of another country must provide food to the people in that country.

**Rule 13:** Attacks on civilians and undefended towns are prohibited.

**Rule 14:** Enemy submarines cannot sink merchant or business ships before passengers and crews have been saved.

**Rule 15:** A prisoner can be visited by a representative from his or her country, and he or she have the right to talk privately without observers.

*List Evaluation:* Fair Good Great

(Source: *The Official Rules of Life*)

## BIBLE NUMBERS

1. One, the primary number, signifying absolute singleness
2. Two, the number of witness and support
3. Three, the number of unity, of accomplishment, and of the universe
4. Four, an earth-related number
5. Five, the number of grace
6. Six, the number of man
7. Seven, the number of God, or divine perfection
8. Eight, the new beginning number
9. Nine, the fullness of blessing number
10. Ten, the human government number
11. Twelve, the divine government number
12. Thirty, associated with sorrow and mourning
13. Forty, the number of testing and trial
14. Fifty, associated with celebration and ceremony
15. Seventy, associated with human committees and judgment

*List Evaluation:* Fair Good Great

(Source: *Willmington's Book of ...*)

*Once we had wisdom,  
then we had knowledge,  
now it's mostly just information.*

~ Unknown

## TWENTY GREAT TABLE GAMES

1. Candyland
2. Chutes and Ladders
3. Sorry
4. Pictionary
5. Concentration
6. Checkers
7. Chess
8. Dominoes
9. Chinese Checkers
10. Scrabble
11. Scattergories
12. Boggle
13. Payday
14. Life



15. Yatzee
16. Cribbage
17. Jenga
18. Uno
19. Old Maid
20. Monopoly

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## ACTIONS THAT TAKE COURAGE

- Admitting you are wrong.
- Doing what is right when everyone else isn't.
- Speaking to someone you don't know.
- Saying "no" when people are trying to get you to do something you know you shouldn't.
- Telling the truth and accepting the consequences.
- Standing up for something you believe in even though it might mean rejection or ridicule or even physical harm.
- Defending someone who is considered unpopular or unacceptable.
- Facing a limitation and giving it your very best regardless of pain or discomfort.
- Confronting a fear without running away.

- Giving sacrificially to protect or promote either someone you love, someone who has been wronged, or someone who is in need.
- Being the only one.
- Taking a risk.
- Sharing your heart honestly (including your feelings and fears and failures).
- Living your faith with all your heart, mind, soul, and strength regardless of the cost.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## BOY SCOUT LAWS

**A Scout is TRUSTWORTHY.** A Scout tells the truth. He keeps his promises. Honesty is part of his code of conduct. People can always depend on him.

**A Scout is LOYAL.** A Scout is true to his family, friends, Scout leaders, school, nation, and world community.

**A Scout is HELPFUL.** A Scout is concerned about other people. He willingly volunteers to help others without expecting payment or reward.

**A Scout is FRIENDLY.** A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs that are different from his own.

**A Scout is COURTEOUS.** A Scout is polite to everyone regardless of age or position. He knows that good manners make it easier for people to get along together.

**A Scout is KIND.** A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not harm or kill anything without reason.

**A Scout is OBEDIENT.** A Scout follows the rules of his family, school and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

**A Scout is CHEERFUL.** A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

**A Scout is THRIFTY.** A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

**A Scout is BRAVE.** A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

*Boy Scout Laws (Cont.)*

**A Scout is CLEAN.** A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideas. He helps keep his home and community clean.

**A Scout is REVERENT.** A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

*List Evaluation:* Fair Good Great

(Source: *The Official Rules of Life*)

*Knowledge is power.*

~ Francis Bacon

## SIGNIFICANT SEVENS

### **Seven wonders of the ancient world:**

1. The Great Pyramid of Cheops at Giza
2. The Hanging Gardens of Babylon
3. The Statue of Zeus at Olympia
4. The Temple of Artemis at Ephesus
5. The Mausoleum at Halicarnassus
6. The Colossus of Rhodes
7. The Pharos (Lighthouse) of Alexandria

### **Seven days of Creation:**

1. Light
2. Heaven
3. Earth, seas, and plant life
4. Sun, moon, and stars
5. Sea life and birds
6. Land animals and mankind
7. Rest



**Seven days of the week:**

1. Sunday (Old English, sunnandaeg): Sun's day
2. Monday (monandaeg): Moon's day
3. Tuesday (tiwesdaeg): Tiw's day
4. Wednesday (wodnesdaeg): Woden's day
5. Thursday (thursdaeg): Thor's day
6. Friday (frigedaeg): Frigg's day
7. Saturday (saeterndaeg): Saturn's day

*List Evaluation:* Fair Good Great

(Source: *What Are the Seven  
Wonders of the World?*)

## SMART TABLE MANNERS

PLACE no elbows on the table unless all the dishes are removed following the meal.

CHEW with your mouth closed.

HOLD the silverware correctly.

CUT one bit of meat at a time.

PASS food to the right.

PASS both the salt and pepper shakers.

SIT up straight in your chair.

MODIFY your voice so that only your tablemates can hear you.

EXCUSE yourself to individuals on each side of you if you must leave the table.

REFUSE food only if you must by saying kindly, "No, thank you."

SAY, "Please pass the..."

WATCH to see that all condiments near you are passed around the table.

UNFOLD a large restaurant napkin halfway. Place the fold toward your knees. Leave it in your lap until you leave the table, except when you use the napkin.

EAT at a moderate speed. Don't make others wait for you to finish.

PLACE used silverware on a plate, not on the tablecloth.

EAT quietly, making no noise with your mouth or silverware.

REMOVE seeds, pits, gristle, etc., from your mouth with the utensil you used to put it into your mouth. Do not use a cloth napkin. Small bones may be removed with the thumb and forefinger for safety.

REFUSE beverage by simply saying, "No, thank you." Do not invert the cup or glass.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

# TWENTY GREAT FAMILY MOVIES

(FOR AGES 12 AND OLDER)

1. Ben Hur
2. Chariots of Fire
3. Christy
4. Driving Miss Daisy
5. Gone with the Wind
6. The Good Earth
7. Great Expectations
8. Inn of the Sixth Happiness
9. It's a Wonderful Life
10. Little Women
11. Mr. Smith Goes to Washington
12. North by Northwest
13. The Quiet Man

14. The Preacher's Wife
15. The Sound of Music
16. Sounder
17. The Yearling
18. To Kill a Mockingbird
19. Twenty Thousand Leagues Under the Sea
20. Where the Red Fern Grows

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)  
(Selected by editors from over  
1,000 recommended video movies  
based on traditional family values.)

## CRIME STOPPERS' CHECKLIST

**Do you have a dog?** Barking dogs attract the kind of attention a burglar doesn't need.

**Do you leave a radio or television set on when you're out?** The sound of voices will send an intruder elsewhere.

**Do you refuse to open doors to strangers?** Always ask for identification or check the driveway for a repair or delivery truck. If in doubt, call the utility or business in question to ask if they have sent someone to your home.

**Do you have peepholes in all solid doors?** Don't rely on chain locks to see who is at the door. They can easily be forced once a door is ajar.

**Do you keep your garage door locked?** Thieves like attached garages because, once inside, they can unobtrusively force the door to the house.

**Are your basement windows secure?** These are another popular point of entry for intruders.

**Do you keep trees and shrubbery trimmed?** Overgrown vegetation gives a burglar more privacy.

**Do you have neighbors collect your mail and newspapers while you're away?** You can also ask the post office and paper carrier to hold deliveries until you return.

**Have you familiarized babysitters and other outsiders with your safety measures?** Show them escape routes and familiarize them with any locks and alarm systems.

**Does your neighborhood have a watch program?** If not, check with your local police for information about starting one.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

*If you don't know where  
you are going, you might wind up  
someplace else.*

~ Yogi Berra



## CHAPTER EIGHT

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# HIGH ASPIRATIONS



*Being confident of this, that He who began a  
good work in you will carry it on to completion  
until the day of Christ Jesus.*

Philippians 1:6

## ACHIEVE PERSONAL GOALS

- Construct goals that are challenging and stretch your reach, but don't frustrate yourself by setting goals that you'll never accomplish. Limit yourself to three goals at a time.
- Set goals with this question: "How will I add value to the people I serve, to the people who serve me, and to myself?"
- Write down your goals. Put them in your time planner or in another visible place where you'll see them frequently. A thought-about goal is a wish; a written-down goal becomes a commitment.
- Make your goals specific so that you can begin taking the exact steps needed to accomplish them. Replace "to go back to school" with "to enroll in the fall class of the business program at the community college."

- Schedule each of the steps you need to take to accomplish the goal. Put them on a realistic timeline.
- Visualize yourself achieving each goal. See, hear, smell, touch, and taste the doing of it.
- Go public with your goals. Discuss them with others to increase your commitment to them.
- Engage in frequent self-talk about your goals. Take stock of how well you're doing, and adjust your steps to get better results. Congratulate yourself on your successes. Prod yourself to overcome procrastination.
- Whenever you achieve a personal development goal, celebrate and then go on to a new one.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

# BENJAMIN FRANKLIN'S

## 13 VIRTUES

### **1. Temperance**

Eat not to dullness; drink not to elevation.

### **2. Silence**

Speak not but what may benefit others or yourself; avoid trifling conversation.

### **3. Order**

Let all things have their place; let each part of your business have its time.

### **4. Resolution**

Resolve to perform what you ought; perform without fail what you resolve.

### **5. Frugality**

Make no expense but to do good to others or yourself; i.e., waste nothing.

**6. Industry**

Lose no time; be always employed in something useful; cut off all unnecessary actions.

**7. Sincerity**

Use no hurtful deceit; think innocently and justly; and, if you speak, speak accordingly.

**8. Justice**

Wrong none by doing injuries, or omitting the benefits that are your duty.

**9. Moderation**

Avoid extremes; forbear resenting injuries so much as you think they deserve.

**10. Cleanliness**

Tolerate no uncleanness in body, clothes, or habitation.

**11. Tranquility**

Be not disturbed by trifles or at accidents common or unavoidable.

**12. Chastity**

Rarely use venery but for health or offspring, never to dullness, weakness, or the injury of your own or another's peace or reputation.

**13. Humility**

Imitate Jesus and Socrates.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

*Success in life comes not from  
holding a good hand,  
but in playing a poor hand well.*

~ Warren G. Lester

## ACHIEVE SUCCESS

- The first step toward success is to become totally fed up at not having achieved it yet. Get impatient that you haven't reached your life goals.
- Decide on exactly what you want. Where do you yearn to be in life? What will success look, sound, smell, feel, and taste like when you achieve it?
- Map out your plan for success. What will you do? By when? With whom? Using what new resources?
- Take action! Do it! Follow through with passion. Stay physically fit and build your energy.
- As you implement your plan, pay back those who help you succeed.
- Spend five minutes each day improving the quality of your communication with others.



- Believe in yourself and persist. Abraham Lincoln lost eight elections before becoming president. Colonel Sanders suffered 1,000 rejections before he sold his first chicken recipe.
- Respond to the feedback you get as you implement your plan. Learn from what happens at each stage. Adjust and succeed.
- Imitate people who have accomplished goals like yours. Do what they do; say what they say; think what they think.
- Don't be afraid to fail—Abe and the Colonel weren't—and don't be afraid to succeed.
- Serve; give others more than they expect; help them without reservation; be a team player.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## GENERAL COLIN POWELL'S RULES TO LIVE BY

1. It ain't as bad as you think. It will look better in the morning.
2. Get mad, then get over it.
3. Avoid having your ego so close to your position that when your position fails, your ego goes with it.
4. It can be done!
5. Be careful what you choose. You may get it.
6. Don't let adverse facts stand in the way of a good decision.
7. You can't make someone else's choices. You shouldn't let someone else make yours.
8. Check small things.
9. Share credit.
10. Remain calm. Be kind.
11. Have a vision.

12. Don't take counsel of your fears or naysayers.
13. Perpetual optimism is a force multiplier.

*List Evaluation:* Fair Good Great

(Source: *The Official Rules of Life*)

## SATCHEL PAIGE'S RULES TO LIVE BY

Born in Mobile, Alabama, in 1906, Leroy "Satchel" Paige was one of the greatest pitchers in baseball history. Because he came of age in an era when only White players could play in the major leagues, Paige became a star in the Negro leagues, eventually pitching in seven different countries. In 1948 he was signed by the Cleveland Indians and helped them win the American League pennant. In 1965 he pitched three shutout innings for Kansas City and became the oldest person to appear in a major-league game. He was fifty-nine years old. Paige died in 1982.

1. Avoid fried meats which angry up the blood.
2. If your stomach disputes you, lie down and pacify it with cool thoughts.
3. Keep the juices flowing by jangling around gently as you move.

4. Go very lightly on the vices, such as carrying on in society. The social ramble ain't restful.
5. Avoid running at all times.
6. Age is a question of mind over matter. If you don't mind, it doesn't matter.
7. Don't look back. Something might be gaining on you.

*List Evaluation:* Fair Good Great

(Source: *The Book of Lists*)

## TWENTY-FIVE ACHIEVERS AFTER THE AGE OF 80

1. **At 99**, David Eugene Ray of Franklin, Tennessee, started to learn to read.
2. **At 99**, Mieczyslaw Horszowski, the classical pianist, recorded a new album.
3. **At 99**, Kin Narita recorded a hit CK single in Japan and starred in a television commercial.
4. **At 99**, Gin Kanie, Kin's twin sister, joined her in recording the hit single and in the commercial.
5. **At 98**, Ceramist, Beatrice Wood, exhibited her latest work.
6. **At 97**, Martin Miller of Indiana was working full-time as a lobbyist for senior citizens.
7. **At 96**, Kathrine Robinson Everett was practicing law in North Carolina.
8. **At 95**, Choreographer Martha Graham prepared her dance troupe for their latest performance.

9. At 94, Comedian, George Burns, performed at Proctor's Theater in Schenectady, New York,-sixty-three years after he first played there.
10. At 93, Actress, Dame Judith Anderson, gave a one-hour benefit performance.
11. At 92, Paul Spangler completed his fourteenth marathon. At 91, he swam 1,500 meters in 52 minutes, 41.53 seconds to set a world record for the over-90 age group.
12. At 91, Hulda Crooks climbed Mt. Whitney, the highest mountain in the continental United States.
13. At 91, Armand Hammer actively headed Occidental Petroleum.
14. At 88, Doris Eaton Travis graduated from the University of Oklahoma with a degree in history.
15. At 87, Mary Baker Eddy founded the Christian Science Movement.
16. At 87, Mystery writer, Phyllis Whitney, published her seventy-first book, *The Singing Stones*.
17. At 86, Katherine Pelton swam the 200-meter butterfly in 3 minutes, 1.14 seconds, a time that was almost 22 seconds faster than the men's world record for the 85-to-89 age group.

- 18. At 84**, Ed Benham ran a marathon in 4 hours, 17 minutes, 51 seconds.
- 19. At 84**, Amos Alonzo Stagg coached the College of the Pacific football team.
- 20. At 83**, Baby doctor Benjamin Spock was arrested at Cape Canaveral, Florida, for demonstrating on behalf of world peace.
- 21. At 83**, In 1993, Sidney Yates of Chicago began his fifteenth term in the U.S. Congress.
- 22. At 82**, Leslie Marchand published the final volume of his twelve-volume *Byron's Letters and Journals*.
- 23. At 81**, Jacob Blitzstein of Los Angeles, graduated from high school.
- 24. At 81**, Daredevil Mary Victor Bruce flew a loop-the-loop after thirty-seven years out of the cockpit.
- 25. At 81**, Leftist journalist I. F. Stone published the *Trial of Socrates*, which became a best- seller.

*List Evaluation:* Fair Good Great

(Source: *The Book of Lists*)



*The words "I am . . ."  
are potent words; be careful what  
you hitch them to.*

*The thing you're claiming  
has a way of reaching back  
and claiming you.*

~ A. L. Kitselman

## KING JORDAN'S TEN RULES TO LIVE BY

When he was twenty-one years old, King Jordan was hit by a car while riding a motorcycle. The accident resulted in profound deafness. After earning a doctorate in psychology at the University of Tennessee, Jordan became a faculty member at Gallaudet University in Washington, D.C., the world's only university with programs and services designed specifically for students who are deaf or hearing impaired. In 1988, following student protest, Jordan was appointed president of Gallaudet, the first deaf president since the university was established in 1864.

1. Recognize that my family is my most valuable asset.
2. Run every morning. This is the focus of a daily routine and a source of energy.
3. Value diversity. Cherish and learn from the differences among people.

4. Have a “cause” and know that I can make a difference. Use my political and economic power for the “cause.”
5. Always be decent, honest, and fair.
6. Take risks; don’t be afraid of failing. It’s how we learn.
7. Recognize that learning is a life-long process.
8. Strive for excellence. Never be satisfied with “good enough.”
9. Live in the present. Don’t use the past as an excuse for how to act or think.
10. Never take life too seriously.

*List Evaluation:* Fair Good Great

(Source: *The Book of Lists*)

## TWENTY-FIVE TRAITS OF ENTREPRENEURS

- DRIVE**—a high degree of motivation
- COURAGE**—tenacity and persistence
- GOALS**—a sense of direction
- KNOWLEDGE**—and a thirst for it
- GOOD HEALTH**—taking care of one's body
- HONESTY**—especially intellectual
- OPTIMISM**—positive attitude
- JUDGMENT**—knowing the wise from the foolish
- ENTHUSIASM**—excitement about life
- CHANCE TAKING**—willingness to risk failure
- DYNAMISM**—energy
- ENTERPRISE**—willingness to tackle tough jobs
- PERSUASION**—ability to sell
- OUTGOINGNESS**—friendly

**PATIENT YET IMPATIENT**—patient with others, yet  
impatient with the status quo

**ADAPTABILITY**—capable of change

**PERFECTIONISM**—desire to achieve excellence

**HUMOR**—ability to laugh at self and others

**VERSATILITY**—broad interests and skills

**CURIOSITY**—interested in people and things

**SELF-IDENTITY**—self-esteem and self-sufficiency

**REALISM/IDEALISM**—occupied by reality but guided by  
ideals

**IMAGINATION**—seeking new ideas, combinations, and  
relationships

**COMMUNICATION**—articulate

**RECEPTIVE**—alert

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## POLONIUS' TEN PIECES OF ADVICE TO LAERTES

1. Give thy thoughts no tongue,  
Nor any unproportion'd thought his act.
2. Be thou familiar, but by no means vulgar.
3. Those friends thou hast, and their adoption tried,  
Grapple them unto thy soul with hoops of steel.
4. But do not dull thy palm with entertainment  
Of each new-hatch'd unfledg'd comrade.
5. Beware of entrance to a quarrel, but being in,  
Bear't that th' opposed may beware of thee.
6. Give every man thy ear, but few thy voice.
7. Take each man's censure, but reserve thy judgment.
8. Costly thy habit as thy purse can buy,

But not express'd in fancy; rich, not gaudy;  
For the apparel oft proclaims the man...

9. Neither a borrower nor a lender be;  
For loan oft loses both itself and friend,  
And borrowing dulls the edge of husbandry.

10. This above all: to thine own self be true,  
And it must follow, as the night the day,  
Thou canst not then be false to any man.

*List Evaluation:* Fair Good Great

(Source: *The Book of Lists*)

# THE SEVEN CALLS OF GOD

**1. God calls us with a holy calling.**

*"Who has saved us and called us with a holy calling, not according to our works, but according to His own purpose and grace." 2 Timothy 1:9*

**2. God calls us to be saints.**

*"Beloved of God, called to be saints." Romans 1:7*

**3. God calls us to peace.**

*"God has called us to peace." 1 Corinthians 7:15*

**4. God calls us to virtue.**

*"As His divine power has given to us all things that pertain to life and godliness, through the knowledge of Him who called us by glory and virtue." 2 Peter 1:3*



**5. God calls us out of darkness.**

*"But you are a chosen generation, a royal priesthood, a holy nation, His own special people, that you may proclaim the praises of Him who called you out of darkness." 1 Peter 2:9*

**6. God calls us into His marvelous light.**

*"Who called you out of darkness into His marvelous light."*  
1 Peter 2:9

**7. God calls us to His eternal glory.**

*"May the God of all grace, who called us to His eternal glory by Christ Jesus, after you have suffered a while, perfect, establish, strengthen, and settle you." 1 Peter 5:10*

List Evaluation: Fair Good Great

(Source: *The Treasury of Bible Lists*)

*The world is all gates,  
all opportunities, strings of tension  
waiting to be struck.*

~ Ralph Waldo Emerson

## CHAPTER NINE

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# LIFELONG LEARNING



*Wisdom is a shelter as money is a shelter,  
but the advantage of knowledge is this:  
that wisdom preserves the life of its possessor.*

Ecclesiastes 7:12

# HOW TO BECOME A LIFELONG LEARNER

## **1. Start with your attitude.**

Lifelong learning begins with a heart that desires change, wisdom, and application.

## **2. Ask questions.**

Learners ask good questions. They possess an insatiable curiosity—a longing to know, discover, inquire. Ask questions that get below the surface.

## **3. Join others.**

Collaborative learning—in classes, small groups, with friends and colleagues—allows us to benefit from diverse perspectives and approaches. People are a gold mine of learning that is tapped through conversation.

**4. Check out the other side.**

Take time to examine and understand another point of view, even if it radically contradicts yours. You may see things in a new light, or you may have your old convictions strengthened. Personal convictions that have never been tested remain flabby.

**5. Read broadly.**

Include a diversity of books, authors, and topics. Resist the temptation to read only those books that reinforce what you already believe.

**6. Keep a journal.**

Recording what we learn captures our growth in wisdom.

**7. Experiment.**

Try new approaches and ideas. Age does not affect your ability to learn.

**8. Apply what you know.**

Our depth of understanding is often directly related to our ability to apply what we've learned. Application takes knowledge from the head to the heart.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## GAIN RESPECT AS A LEADER

- **Leaders have vision.** They dream. Find out where you want to go, write it down, and get excited about it. Put something in your plan to excite the people around you, and then share the vision with them. Did Martin Luther King, Jr., do any less?
- **Leaders listen.** Learn the desires, aspirations, worries, and frustrations of your people. Find out what ideas they have for achieving your vision. Did Mahatma Gandhi do any less?
- **Leaders earn trust.** Be honest with people. Have your word be the most valuable thing you own. Did General Norman Schwarzkopf do any less?
- **Leaders uplift others.** Praise and reward those who perform well for you. Give them a piece of the pie. Did Sam Walton do any less?

- **Leaders maintain humility.** Give more credit to your people than they expect; accept more blame than you deserve. Don't get seduced by your own press clippings. Did Paul "Bear" Bryant do any less?
- **Leaders have fun.** Supervision isn't a penance. Drop your guard. Laugh at yourself. Create an atmosphere where smiles generate all the light needed to do the work. Did John F. Kennedy do any less?
- **Leaders serve.** Be more concerned about the welfare of your people than you are about yourself. Ask, "What did I do for my people today? How did I support their efforts? How did I motivate them? Did I give them what they need in order to give me what I want?" Did Moses do any less?

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## EXPAND YOUR KNOWLEDGE

There is no practical limit to the amount of information you can put into your brain. You can take advantage of its vast capacity to soak up knowledge by pursuing any topic that interests you. You can learn anything you want.

- Set a personal development goal of gaining knowledge in a specific field on a particular topic.
- Spend time with well-educated people—especially those who like to talk about ideas. Don't be intimidated by them; listen to them, converse with them, and learn from them.
- Ask lots of questions. When someone discusses something unfamiliar to you, ask him or her to explain. The only dumb question is the one you didn't ask.
- Break out of the habit of watching TV or videos in the evening. See a play, attend a symphony, or go to a travel lecture.



- Read nonfiction, biographies, newsmagazines, and newspapers. Carry reading material with you for when you can turn dead time into learning time, even if only for a few minutes.
- Keep a collection of educational audiotapes in your car to make commuting and travel more profitable.
- Continue your formal education. Sign up for a college course, a class at your library, or a seminar at work.
- If you can afford to travel, visit a different destination each time.
- Every Sunday reflect on the new ideas you gained during the past week. Enter them into a journal with comments on how you plan to use them. Brainstorm relationships among the ideas. Review the entries you made last week, three months ago, and six months ago.

*List Evaluation:* Fair Good Great

(Source: *Yes, You Can!*)

## TWENTY SIGNIFICANT BOOKS (ADAPTED)

1. *In His Steps*, by Charles Sheldon (1899)
2. *Up From Slavery*, by Booker T. Washington (1901)
3. *Power Through Prayer*, by E. M. Bounds (1907)
4. *Orthodoxy*, by G. K. Chesterton (1925)
5. *My Utmost for His Highest*, by Oswald Chambers (1927)
6. *The Cost of Discipleship*, by Dietrich Bonhoeffer (1937)
7. *The Screwtape Letters*, by C. S. Lewis (1942)
8. *The Pursuit of God*, by A. W. Tozer (1948)
9. *Here I Stand: A Life of Martin Luther* (1950)
10. *The Power of Positive Thinking*, by Norman V. Peale (1952)
11. *The Genesis Flood*, by John C. Whitcomb and Henry M. Morris (1961)
12. *The Kingdom of the Cults*, by Walter R. Martin (1965)
13. *The God Who Is There*, by Francis Schaeffer (1968)
14. *Dare to Discipline*, by James Dobson (1970)

15. *The Hiding Place*, by Corrie ten Boom (1971)
16. *Celebration of Discipline*, by Richard J. Foster (1978)
17. *Disappointment With God*, by Philip Yancey (1990)
18. *The Desire of Ages*, by Ellen G. White
19. *The Great Controversy*, by Ellen G. White
20. *The Clear Word Bible*, by Jack Blanco

*List Evaluation:* Fair Good Great

(Source: *100 Christian Books  
that Changed the Century*)

# THINK WITH DISCERNMENT

He who knows not,  
and knows not that he knows not,  
is a fool;  
shun him.

He who knows not,  
and knows that he knows not,  
is a child;  
teach him.

He who knows,  
and knows not that he knows,  
is asleep;  
wake him.

He who knows,  
and knows that he knows,  
is wise;  
follow him.

~ Persian Proverb

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## RULES FOR LIVING

- If you open it, close it.
- If you turn it on, turn it off.
- If you unlock it, lock it up.
- If you break it, admit it.
- If you can't fix it, call in someone who can.
- If you borrow it, return it.
- If you value it, take care of it.
- If you make a mess, clean it up.
- If you move it, put it back.
- If it belongs to someone else and you want to use it, get permission.
- If you don't know how to operate it, leave it alone.
- If it's none of your business, don't ask questions.
- If it ain't broke, don't fix it.
- If it will brighten someone's day, say it.
- If it will tarnish someone's reputation, keep it to yourself.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

*You can't run your life  
on empty.*

~ Proverb

## EIGHT QUESTIONS TO ASK BEFORE SAYING *YES*

1. Do I really understand this commitment?
2. How does this fit into my current goals and priorities?
3. Do I have the time, energy, and resources?
4. What impact will this have on me in a year? in five years?  
in ten years?
5. How will this impact those I love? Who will it help?  
Who will it hurt?
6. What do my friends and family think?
7. Can someone else do it better?
8. Do I really want to say yes?

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)



*Learn to labor and to wait;  
but be careful how you start,  
lest you learn to wait so well,  
you overlook the labor part.*

~ Unknown

## ARE YOU DOING TOO MUCH?

- Do you feel that reading or relaxing is a waste of time?
- Does your family have trouble finding time to spend together?
- Are the storage spaces in your home overflowing because you don't have time to clean out what's been outgrown, broken, or used up?
- Do you spend most of your day feeling tired?
- Are you afraid to say "no" to an opportunity, fearing it will never come again?
- Do you give your children material items to make up for denying them your time and energy?

- Have you ever missed an important event in your child's life because of a conflicting obligation for which you volunteered?
- Do you often find you've over-scheduled yourself, underestimating the time needed for each event?

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

## STAY YOUNG WHILE GROWING OLD

1. Applaud others' successes.
2. Exercise daily.
3. Keep a positive attitude.
4. Read widely and often.
5. Play with children.
6. Enjoy nature.
7. Laugh heartily.
8. Take a class.
9. Plant a garden.
10. Count your blessings.
11. Take risks.
12. Sing from your heart.

13. Get a pet.
14. Eat healthy.
15. Give generously to others.

~ Tress van Diest, 89 years young

*List Evaluation:* Fair Good Great

(Source: *Lists to Live*)

# LIFE'S LESSONS: WISDOM THROUGH THE AGES

**(Age 6)** I've learned that I like my teacher because she cries when we sing "Silent Night."

**(Age 7)** I've learned that you can't hide a piece of broccoli in a glass of milk.

**(Age 9)** I've learned that when I wave to people in the country, they stop what they are doing and wave back.

**(Age 14)** I've learned that if you want to cheer yourself up, you should try cheering someone else up.

**(Age 15)** I've learned that although it's hard to admit it, I'm secretly glad my parents are strict with me.

**(Age 24)** I've learned that silent company is often more healing than words of advice.

**(Age 39)** I've learned that if someone says something unkind about me, I must live so that no one will believe it.

**(Age 46)** I've learned that the greater a person's sense of guilt, the greater his need to cast blame on others.

**(Age 49)** I've learned that singing "Amazing Grace" can lift my spirits for hours.

**(Age 52)** I've learned that you can tell a lot about a man by the way he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights.

**(Age 53)** I've learned that regardless of your relationship with your parents, you miss them terribly after they die.

**(Age 61)** I've learned that if you want to do something positive for your children, try to improve your marriage.

**(Age 62)** I've learned that life sometimes gives you a second chance.

**(Age 65)** I've learned that if you pursue happiness, it will elude you. But if you focus on your family, the needs of others, your work, meeting new people, and doing the very best you can, happiness will find you.

**(Age 66)** I've learned that whenever I decide something with kindness, I usually make the right decision.

**(Age 72)** I've learned that everyone can use a prayer.

**(Age 82)** I've learned that even when I have pains, I don't have to be one.

LIST #91

*Life's Lessons: Wisdom Through The Ages (Cont.)*

**(Age 85)** I've learned that every day you should reach out and touch someone. People love human touch—holding hands, a warm hug, or just a friendly pat on the back.

**(Age 92)** I've learned that I still have a lot to learn.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)



## CHAPTER TEN

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# SPIRITUAL GROWTH



*May the God of peace, Who through the blood of the eternal covenant, brought back from the dead our Lord Jesus, that great Shepherd of the sheep, equip you with everything good for doing His will, and may He work in us what is pleasing to Him, through Jesus Christ, to Whom be glory for ever and ever. Amen.*

Hebrews 13:20, 21

## SEVEN REASONS FOR STUDYING THE BIBLE

### **1. It is commanded.**

*"Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth."*

2 Timothy 2:15

### **2. It reveals the way of salvation.**

*"And that from childhood you have known the Holy Scriptures, which are able to make you wise for salvation through faith which is in Christ Jesus."* 2 Timothy 3:15

### **3. It gives assurance to the believer.**

*"My sheep hear My voice, and I know them, and they follow Me. And I give to them eternal life, and they shall never perish; neither shall anyone snatch them out of My hand."* John 10:27, 28

**4. It is profitable.**

*“All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.” 2 Timothy 3:16, 17*

**5. It will give great peace.**

*“Great peace have those who love Your law, and nothing causes them to stumble.” Psalm 119:165*

**6. It will endure forever.**

*“But the word of the Lord endures forever. Now this is the word which by the gospel was preached to you.” 1 Peter 1:25*

**7. It will judge men in the last day.**

*“He who rejects Me, and does not receive My words, has that which judges him – the word that I have spoken will judge him in the last day.” John 12:48*

List Evaluation: Fair Good Great

(Source: *The Treasury of Bible Lists*)

# TWENTY-THREE UNCONDITIONAL BIBLE PROMISES

1. For My yoke is easy, and My burden is light (Matt. 11:30).
2. With God all things are possible (Matt. 19:26).
3. All power is given to me in heaven and in earth  
(Matt. 28:18).
4. God is not a respecter of persons (Acts 10:34).
5. Every one of us shall give account of himself to God  
(Rom. 14:12).
6. Where the Spirit of the Lord is, there is liberty (2 Cor. 3:17).
7. Godly sorrow works repentance to salvation (2 Cor. 7:10).
8. In Christ there is neither Greek nor Jew, circumcision nor  
uncircumcision, Barbarian, Scythian, bond nor free  
(Col. 3:11).
9. Jesus abides faithful (2 Tim. 2:13).

10. The Lord knows them that are His (2 Tim. 2:19).
11. Jesus Christ [is] the same yesterday, and today, and forever (Heb. 13:8).
12. God does not tempt any man (James 1:13).
13. Every good gift and every perfect gift comes from the Father (James 1:17).
14. [Jesus] is gone into heaven, and is on the right hand of God; angels and authorities and powers being made subject unto Him (1 Peter 3:22).
15. The Lord is not slack concerning His promise, but is long suffering toward us, not willing that any should perish, but that all should come to repentance (2 Peter 3:9).
16. [Jesus] comes with clouds; and every eye shall see Him (Rev. 1:7).
17. Jesus is Lord of lords, and King of kings (Rev. 17:14).
18. Satan shall be bound a thousand years and he will not be able to deceive the nations during that time (Rev. 20:1-3).
19. The devil will be cast into the lake of fire and brimstone and shall be tormented day and night forever (Rev. 20:7-10).
20. There shall not be any thing that defiles, works abomination, or makes a lie in the New Jerusalem (Rev. 21:27).

LIST #93

*Twenty-Three Unconditional Bible Promises (Cont.)*

21. There shall be no more curse in the New Jerusalem  
(Rev. 22:3).
22. There shall be no night in the New Jerusalem (Rev. 22:5).
23. The Lord God gives light in the New Jerusalem (Rev. 22:5).

*List Evaluation:* Fair Good Great

(Source: *Meredith's Big Book  
of Bible Lists*)

*Our love for God  
is tested by whether  
we seek Him or His gifts.*

~ Ralph Sockman

## TWENTY-SEVEN WAYS TO PLEASE GOD

1. It becometh us to fulfill all righteousness (Matt. 3:15).
2. Man shall not live by bread alone, but by every word that proceedeth out of the mouth of God (Matt. 4:4).
3. Thou shalt worship the Lord thy God, and Him only shalt thou serve (Matt. 4:10).
4. Seek ye first the kingdom of God, and His righteousness (Matt. 6:33).
5. Pray that the Lord of the harvest will send forth labourers into His harvest (Matt. 9:38).
6. Ye must be born again (John 3:7).
7. Worship God in spirit and in truth (John 4:24).
8. Repent and be baptized (Acts 2:38).
9. Obey God rather than man (Acts 5:29).
10. Present your body a living sacrifice unto God (Rom. 12:1).
11. Stand fast in the faith (1 Cor. 16:13).
12. Be filled with the Spirit (Eph. 5:18).



13. Rejoice in the Lord (Phil. 3:1).
14. Let the peace of God rule in your heart (Col. 3:15).
15. Pray without ceasing (1 Thess. 5:17).
16. In everything give thanks (1 Thess. 5:18).
17. Do not neglect your spiritual gift (1 Tim. 4:14).
18. Lay hold on eternal life (1 Tim. 6:12).
19. Be not ashamed of the testimony of our Lord (2 Tim. 1:8).
20. The just shall live by faith (Heb. 10:38).
21. But without faith it is impossible to please Him: for he that cometh to God must believe that He is, and that He is a rewarder of them that diligently seek Him (Heb. 11:6).
22. Sanctify the Lord God in your heart (1 Peter 3:15).
23. Casting all your care upon Him, for he careth for you (1 Peter 5:7).
24. Looking for and hasting unto the coming of the day of God (2 Peter 3:12).
25. Keep yourself in the love of God (Jude 21).
26. Fear God, and give glory to Him (Rev. 14:7).
27. Worship Him that made heaven, and earth, and sea, and the fountains of waters (Rev 14:7).

*List Evaluation:* Fair Good Great

(Source: *Meredith's Big Book...*)

## A PRAYER OF MOTHER TERESA

Deliver me...

From the desire of being loved,  
From the desire of being extolled,  
From the desire of being honored,  
From the desire of being praised,  
From the desire of being preferred,  
From the desire of being consulted,  
From the desire of being approved,  
From the desire of being popular,  
From the fear of being humiliated,  
From the fear of being despised,  
From the fear of suffering rebukes,  
From the fear of being calumniated,  
From the fear of being forgotten,

From the fear of being wronged,  
From the fear of being ridiculed,  
From the fear of being suspected.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

# WHAT CHRISTIANS SHOULD BE

## **1. Fruitful**

*"Therefore, my brethren, you also have become dead to the law through the body of Christ, that you may be married to another, even to Him who was raised from the dead, that we should bear fruit to God." Romans 7:4*

## **2. Thankful**

*"And let the peace of God rule in your hearts, to which also you were called in one body; and be thankful." Colossians 3:15*

## **3. Contented**

*"And be content with such things as you have. For He Himself has said, 'I will never leave you nor forsake you.' "*  
Hebrews 13:5

#### 4. Examples

*"Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity."*

1 Timothy 4:12

#### 5. Transformed

*"And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God."* Romans 12:2

List Evaluation: Fair Good Great

(Source: *The Treasury of Bible Lists*)

# TEN HOW-TO'S OF PRAYER

## **1. With the heart**

*"Then you will call upon Me and go and pray to Me, and I will listen to you. And you will seek Me and find Me when you search for Me with all your heart."* Jeremiah 29:12, 13

## **2. With a true heart**

*"Let us draw near with a true heart in full assurance of faith, having our hearts sprinkled from an evil conscience."*  
Hebrews 10:22

## **3. With preparation of heart**

*"If you would prepare your heart, and stretch out your hands toward Him."* Job 11:13

## **4. With the spirit of understanding**

*"I will pray with the Spirit, and I will also pray with the understanding."* 1 Corinthians 14:15

## **5. With confidence in God**

*"When I cry out to You, then my enemies will turn back; this I know, because God is for me."* Psalm 56:9

## **6. With humility**

*"If My people who are called by My name will humble themselves, and pray and seek My face, and turn from their wicked ways, then will I hear from heaven, and will forgive their sin and heal their land."* 2 Chronicles 7:14

## **7. With earnestness and importunity**

*"The effective, fervent prayer of a righteous man avails much. Elijah was a man with a nature like ours, and he prayed earnestly that it would not rain; and it did not rain on the land for three years and six months."* James 5:16, 17

## **8. With submission to God**

*"And He was withdrawn from them about a stone's throw, and He knelt down and prayed, saying, 'Father, if it is Your will, remove this cup from Me; nevertheless not My will, but Yours, be done.'"* Luke 22:41, 42

**9. With assurance of faith**

*"Call to Me, and I will answer you, and show you great and mighty things, which you do not know." Jeremiah 33:3*

**10. With thanksgiving**

*"Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be made known to God; and the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus."*  
Philippians 4:6, 7

*List Evaluation:* Fair Good Great

*(Source: The Treasury of Bible Lists)*



*I believe in the sun even if it isn't  
shining. I believe in love even  
when I am alone. I believe in God  
even when He is silent.*

~ World War II refugee

## SEVEN THINGS CHRISTIANS SHOULD KNOW

### **1. That the Son of God has come**

*"And we know that the Son of God has come and has given us an understanding, that we may know Him who is true; and we are in Him who is true, in His Son Jesus Christ." 1 John 5:20*

### **2. That they have passed from death to life**

*"We know that we have passed from death to life, because we love the brethren. He who does not love his brother abides in death." 1 John 3:14*

### **3. That they are of God**

*"We know that we are of God, and the whole world lies under the sway of the wicked one." 1 John 5:19*

### **4. That God abides in them**

*"And by this we know that He abides in us, by the Spirit whom He has given us." 1 John 3:24*

**5. That all things work together for good**

*"And we know that all things work together for good to those who love God, to those who are the called according to His purpose."* Romans 8:28

**6. That the whole creation lives in pain**

*"For we know that the whole creation groans and labors with birth pangs together until now."* Romans 8:22

**7. That they have a building of God**

*"For we know that if our earthly house, this tent, is destroyed, we have a building from God, a house not made with hands, eternal in the heavens."* 2 Corinthians 5:1

List Evaluation: Fair Good Great

(Source: *The Treasury of Bible Lists*)

# TWELVE CHARACTERISTICS OF HEAVEN

**1. Heaven is a place of rest.**

*"Then I heard a voice from heaven saying to me, 'Write: 'Blessed are the dead who die in the Lord from now on.' " 'Yes,' says the Spirit, 'that they may rest from their labors, and their works follow them.' " Revelation 14:13*

**2. Heaven is a place of life.**

*"And God will wipe away every tear from their eyes; there shall be no more death." Revelation 21:4*

**3. Heaven is a place of purity.**

*"Now to Him who is able to keep you from stumbling, and to present you faultless before the presence of His glory with exceeding joy." Jude 24*

**4. Heaven is a place of praise and worship.**

*"Worthy is the Lamb who was slain to receive power and riches and wisdom and strength and honor and glory and blessing!" Revelation 5:12*

**5. Heaven is a place of knowledge.**

*"Now I know in part, but then I shall know just as I also am known." 1 Corinthians 13:12*

**6. Heaven is a place of comfort.**

*"They shall neither hunger anymore nor thirst anymore; the sun shall not strike them, nor any heat." Revelation 7:16*

**7. Heaven is a place of light and beauty.**

*"And the city had no need of the sun or of the moon to shine in it, for the glory of God illuminated it, and the Lamb is its light." Revelation 21:23*

**8. Heaven is a place of reunion.**

*"For the Lord Himself will descend from heaven with a shout, with the voice of an archangel, and with the trumpet of God. And the dead in Christ will rise first. Then we who are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air. And thus we shall always be with the Lord." 1 Thessalonians 4:16, 17*

**9. Heaven is a place of fellowship with Jesus.**

*"I go to prepare a place for you. And if I go and prepare a place for you, I will come again and receive you to Myself, that where I am, there you may be also." John 14:2, 3*

*Twelve Characteristics of Heaven (Cont.)*

**10. Heaven is a place of service.**

*“And there shall be no more curse, but the throne of God and of the Lamb shall be in it, and His servants shall serve Him.” Revelation 22:3*

**11. Heaven is a place largely populated.**

*“After these things I looked, and behold, a great multitude which no one could number, of all nations, tribes, people, and tongues, standing before the throne and before the Lamb, clothed with white robes, with palm branches in their hands.” Revelation 7:9*

**12. Heaven is a place of rulership.**

*“And there shall be no night there: They need no lamp nor light of the sun, for the Lord God gives them light. And they shall reign forever and ever.” Revelation 22:5*

*List Evaluation:* Fair Good Great

*(Source: The Treasury of Bible Lists)*

*Most people are bothered by  
those passages of Scripture  
they do not understand,  
but the passages that  
bother me are those I do  
understand.*

~ Mark Twain

# SEVEN FACES OF JESUS

## **1. A Shining Face**

*"His face shone like the sun, and His clothes became as white as the light."* Matthew 17:2

## **2. A Determined Face**

*"Now it came to pass, when the time had come for Him to be received up, that He steadfastly set His face to go to Jerusalem."* Luke 9:51

## **3. A Bruised Face**

*"Now the men who held Jesus mocked Him and beat Him. And having blindfolded Him, they struck him on the face and asked Him, saying, 'Prophesy! Who is it that struck You?'"*  
Luke 22:63, 64

## **4. A Hated Face**

*"Then they spat in His face and beat Him; and others struck Him with the palms of their hands."* Matthew 26:6



**5. A Hidden Face: Why?**

*"You have hidden Your face from us...because of our iniquities."*  
Isaiah 64:7

**6. A Face Against Them That Do Evil**

*"The face of the Lord is against those who do evil."* 1 Peter 3:12

**7. A Face We Should Seek**

*"When You said, 'Seek My face,' my heart said to You, 'Your face, Lord, I will seek.'"* Psalm 27:8

List Evaluation: Fair Good Great

(Source: *The Treasury of Bible Lists*)

## WHAT LOVE IS AND DOES...

Is very patient

Is kind

Is never jealous

Is never envious

Is never boastful

Is never proud

Is never haughty

Is never selfish

Is never rude

Does not demand its own way

Is not irritable or touchy

Does not hold grudges

Will hardly even notice when others do it wrong

Is never glad about injustice

Rejoices whenever truth wins out  
Is loyal no matter what the cost  
Will always believe  
Will always expect the best  
Will always defend  
Goes on forever

~ St. Paul the Apostle

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

*Truth burns up error.*

~ Sojourner Truth

# APPENDIX

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## CONTENTS

- A. Profitable Things to Do in the Year
- B. Ten Ways People Are Different
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## PROFITABLE THINGS TO DO IN THE YEAR

### **Fast for a day**

*"I [Ezra] proclaimed a fast, so that we might humble ourselves before our God and ask Him for a safe journey for us and our children, with all our possessions....So we fasted and petitioned our God about this, and He answered our prayer." ~ Ezra 8:21-23 NIV*

### **List your life's 100 most important events**

*"Restlessness is discontent—and discontent is the first necessity of progress. Show me a thoroughly satisfied man and I will show you a failure." ~ Thomas Alva Edison*

### **Get set up on the Internet**

*"As a general rule, the most successful man in life is the man who has the best information." ~ Benjamin Disraeli*

**Make plans to take your dream vacation**

*"Vacations are a little like love—anticipated with relish, experienced with inconvenience, and remembered with nostalgia."*

~ Anonymous

**Trace your family tree**

*"I don't know who my grandfather was; I am much more concerned to know what his grandson will be."* ~ Abraham Lincoln

**Buy a clean joke book and memorize a handful for telling on any occasion**

*"Those who bring sunshine to the lives of others cannot keep it from themselves."* ~ James Matthew Barrie

**Learn a foreign language**

*"The three-legged stool of understanding is held up by history, languages, and mathematics. Equipped with these three you can learn anything you want to learn. But if you lack any one of them you are just another ignorant peasant."* ~ Robert Heinlein

**Assemble a list of your strengths and weaknesses**

*"Every man is entitled to be valued by his best moment."*

~ Ralph Waldo Emerson

**Learn a new hobby that will enhance your life**

*"Just don't give up trying to do what you really want to do. Where there is love and inspiration, I don't think you can go wrong."* ~ Ella Fitzgerald

**Categorize the books and CDs in your library**

*"I would rather have a good plan today than a perfect plan two weeks from now."* ~ General George S. Patton

**Read the Bible through in one year**

*"There is a time for everything, and a season for every activity under heaven."* ~ Ecclesiastes 3:1, NIV

**Visit a national historic site**

*"What's Past Is Prologue."* ~ William Shakespeare

**Volunteer at a homeless shelter or soup kitchen**

*"A hungry people listens not to reason, nor cares for justice, nor is bent by any prayers."* ~ Seneca the Younger

**Make plans to be an organ donor**

*"If you want to lift yourself up, lift up someone else."*  
~ Booker T. Washington



**Learn to play a musical instrument**

*"Music is the universal language of mankind."*

~ Henry Wadsworth Longfellow

**Arrange to have your will prepared or updated**

*"Do not brag about tomorrow, because you do not know what another day may bring."* ~ Proverbs 27:1

*List Evaluation:* Fair Good Great

(Source: *101 Things To Do In  
The Year 2000*)

## TEN WAYS IN WHICH PEOPLE ARE DIFFERENT

1. **Extrovert or Introvert:** Extroverts love crowds while introverts would rather spend time in solitude or with a close friend. Extroverts are energized by people and introverts are worn out by people.
2. **Leaper or Looker:** Leapers take risks; when they see an opportunity, they want to jump on it before it's too late. Lookers are more cautious. They like to carefully check everything out before making a decision.
3. **Outliner or Detailer:** Outliners have a general focus and look at the big picture. They think in terms of directions and getting things done. Detailers look at the nuts and bolts. Their concern is how to get things done.
4. **Spender or Saver:** If spenders have extra money, they want to spend – on themselves, on others, on worthy causes, on anything. If savers have extra money, they want to put it away for a rainy day. They do not like to spend unless it's very important.

5. **Planner or Flexer:** Planners love structure with everything organized and neatly packaged. They like schedules and deadlines. Flexers bend with the flow of life and take things as they come. They tend to be spontaneous and laid back. Loose ends don't bother them because they believe everything will work out.

6. **Scurrier or Ambler:** Scurriers are always busy. Speed and efficiency are their watchwords – accomplish as much as you can as fast as you can. Amblers take their time and set their own pace. They might not do as much, but they enjoy what they do.

7. **Thinker or Feeler:** Thinkers focus on facts and principles. They base decisions on objective data and tend to be task oriented. Feelers focus on people and emotions. They base decisions on subjective data and tend to be relationship-oriented.

8. **Dreamer or Worker:** Dreamers are creative people who love to come up with ideas. They are optimistic and oriented toward the future. Workers are practical. They like to take other people's ideas and make them happen. They tend to be realistic and focus on the present.

## LIST B

### *Ten Ways In Which People Are Different (Cont.)*

**9. Collector or Tosser:** Collectors gather things. They hate to throw anything away because they know they just might need it sometime. Tossers get rid of things. They hate clutter and they insist that if you haven't used something recently, you probably never will.

**10. Juggler or Holder:** Jugglers are multi-channeled and can deal with many things simultaneously. Holders are single-channeled and can only deal with one, maybe two, things at a time. If they try to do more, they become stressed and overwhelmed.

We are all different and unique. That creates balance, variety and challenges in relationships. Celebrate your differences; talk about them too.

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

# A SHORT COURSE IN HUMAN RELATIONS

The six most important words: "I admit I made a mistake."

The five most important words: "You did a good job."

The four most important words: "What is your opinion?"

The three most important words: "If you please."

The two most important words: "Thank you."

The one most important word: "We."

The one least important word: "I."

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

# SEVEN DEADLY WRONGS

1. Wealth without work
2. Pleasure without conscience
3. Knowledge without character
4. Science without humanity
5. Commerce without morality
6. Worship without sacrifice
7. Politics without principle

*List Evaluation:* Fair Good Great

(Source: *Lists to Live By*)

# ARE YOU READY TO BREAK YOUR BAD HABITS?

Here's an overview of the journey from bad-habit chaos to good-habit balance and harmony:

## ***Step 1: Identify the Bad-Habit Behavior***

You can't break a habit unless you know when and why you perform it. Track down your bad-habit triggers and terrors:

I \_\_\_\_\_ (fill in your bad habit), when  
\_\_\_\_\_ (fill in your habit trigger), because  
\_\_\_\_\_ (fill in your reason).

## ***Step 2: Evaluate the Risks and Benefits of Your Bad Habit***

Your habit offers you short-term pleasure or relieve your stress (benefit), which is why you've held on to it for so long. But, your-bad habit also holds you back or undermines your health in some way (risk). Understand the push-and-pull nature of your

## LIST E

### *Are You Ready to Break Your Bad Habits (Cont.)*

bad habit and set the balance in favor of the long-term benefits of change:

If I stop \_\_\_\_\_ (fill in name of habit), I'll

\_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_.

### **Step 3: *Prepare for Change***

Create an environment conducive to the changes you want to make in your life.

Remove temptations and stress. The biggest physical obstacles in my daily surroundings to breaking my bad habit include:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Add good-habit reinforcers. The biggest physical assets in my daily surrounding to help me develop good-habit behavior include:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_



**Step 4: *Just Do It***

You're ready to take action and do the hard work to break your bad habit. Worried about a relapse? Learn how to "purge the urge" and overcome your bad habit:

I can't help returning to this bad habit when \_\_\_\_\_  
\_\_\_\_\_, I'm best at avoiding this bad habit  
when \_\_\_\_\_.

State your commitment to breaking your bad habit by writing a positive affirmation slogan you can use as your personal mantra against relapse: \_\_\_\_\_.

**Step 5: *Using the Daily Habit Log***

Use the Daily Habit Log to help you get a fix on the how, why, when, and where of your personal bad habits. At the end of the week, take a good look at the information you've recorded and see what clues it reveals about your bad habit and why you do it. Good luck!

Time: \_\_\_\_\_

Habit: \_\_\_\_\_

Activity: \_\_\_\_\_

Feeling: \_\_\_\_\_

(Source: *The Complete Idiot's Guide to . . .*)

# HOW TO SURVIVE AN ENCOUNTER WITH A BEAR

The following situations may occur anywhere in bear country. This recommended behavior is generally advised, but is no guarantee of averting a mishap. Above all, remain calm and give the bear the opportunity to learn that your intentions are not hostile.

## **1. Never Run**

Do not run. Bears can run faster than 30 miles per hour (50 kilometers per hour) – even faster than Olympic sprinters. Running can elicit a chase response from otherwise nonaggressive bears.

## **2. An Unaware Bear**

If the bear is unaware of you, detour quickly and quietly away from it. Give the bear plenty of room, allowing it to continue its own activities undisturbed.

### **3. An Aware Bear**

If the bear is aware of you but has not acted aggressively, back away slowly, talking in a calm, firm voice while slowly waving your arms. Bears that stand up on their hind legs are usually just trying to identify you, and are not threatening.

### **4. An Approaching Bear**

Do not run; do not drop your pack. A pack can help protect your body in case of an attack. To drop a pack may encourage the bear to approach people for food. Bears occasionally make “bluff charges,” sometimes coming to within ten feet of a person before stopping or veering off. Stand still until the bear stops and has moved away, then slowly back off. Climbing trees will not protect you from black bears, and may not provide protection from grizzlies.

### **5. If A Bear Touches You**

If a grizzly bear does actually make contact with you, curl up in a ball, protecting your stomach and neck, and play dead. If the attack is prolonged, however, change tactics and fight back vigorously. If it is a black bear, do not play dead; fight back.

*List Evaluation:* Fair Good Great

(Source: *The Book of Lists*)

# THE GET-YOUR-LIFE- TOGETHER: TWENTY-FIVE KEYS

## **1. Defining the Term:**

- Understand that proactive people do the right things on time.
- Make sure that you keep everyone informed about when a task will be completed.
- Be a proactive person who initiates actions, rather than a reactive one who waits to be prompted.

## **2. Knowing Your Objectives:**

- Prepare specific objectives and agree on them with your manager.
- Sort the important tasks from any unnecessary ones.
- Make sure your job description is up to date and still relevant.
- Remember, once you have identified your objectives, you can focus your mind on them.

### **3. Choosing to Act:**

- Recognize the routine triggers you should react to automatically.
- Act now if you already know what needs to be done.
- Gather relevant data before you make a decision.

### **4. Acting Effectively:**

- Critique your working processes and seek ways to improve them.
- Look at whether or not you put off difficult tasks.
- Remember, if you put things off, a problem can turn into a crisis.

### **5. Starting to Act Now:**

- Write down ideas that might lead you to better ways of doing things.
- Set people's expectations at an achievable level.
- Keep filing up-to-date and easily accessible.
- Recognize that the perfect answer can arrive too late.
- Remember that acting immediately takes less time than putting actions off.

**6. Deciding Not to Act:**

- Realize that it is sometimes more effective to decide not to take action.
- Check that you are taking action because you actually need to.
- Remember, if you do decide to do nothing, tell the relevant people.

## *TAKING ACTION NOW*

**7. Creating a To-Do List:**

- Be ruthless in taking irrelevant actions off your to-do list.
- See if there are any tasks that you could delegate.
- Make sure you are not doing other people's work.
- Review your to-do list frequently and discuss it with your team on a regular basis.
- Use your priority ratings to schedule your work.
- Ensure your team understands the difference between what is important and what is urgent.
- Give yourself the time to take opportunities.
- Predict and prevent problems before they occur.

**8. Using Time Wisely:**

- Refer to your to-do list to check that you are meeting your deadlines.
- Add contingency time to projects, so that you can cope with unforeseen delays.
- Make realistic estimates of how long tasks will take.

## *DECIDING LOGICALLY*

**12. Valuing Thinking:**

- Remember that good decisions are the result of effective thinking.
- Schedule time to think in your weekly planner.
- Realize it is not a sign of weakness to admit you do not have an answer.
- Practice the decision-making process until it is automatic.
- Look for and focus on the most crucial outcome.
- Remember that the perfect solution produced late is a free gift to the competition.

**13. Understanding Causes:**

- Make sure you understand the real cause of recurring problems.
- Consider asking customers for help in analyzing causes.
- Avoid assuming the obvious cause is the only one.

**14. Using a Process:**

- Tell your team members and colleagues the process you use.
- Discuss issues with others to help with your decision.
- Look at all the issues before you make a decision.
- Analyze the purpose of the decisions you have to make.
- Make a complete list of your decision criteria.
- Aim to generate creative ideas with your team.
- Make sure that new ideas are achievable.
- Plan when you will make a decision and do it then.

**15. Taking Shortcuts:**

- Create an environment that encourages timely decision making.
- Encourage your team to look for the best decision rather than take an easy option.



- Remember that if a decision is not an enduring solution, it can lead to a recurrence of the issue.

### **16. Turning a Decision Into Action:**

- Remember, never take for granted another person's agreement to act.
- Check how new commitments affect existing ones.
- Make sure your decision will make an impact on your objectives.
- Take time to prepare your communications.
- Combine rational arguments with enthusiasm.

## *GETTING ORGANIZED*

### **17. Gathering Facts:**

- Identify the information you need in order to make a decision.
- Assess which contacts possess useful information.
- Recognize the benefit of gathering the relevant facts before a meeting.
- Realize that the person who draws up the agenda tends to be in control of the meeting.

### **18. Structuring Your Information:**

- Review your filing structure to ensure it is appropriate.
- Check that you have passed information to the person who is in a position to deal with it.
- Keep your filing structure as simple as possible.
- Encourage your team to adopt the same file structure.
- Make sure you can see the file label as soon as you open the filing cabinet.
- Print out the list of your electronic filing for reference.
- Make sure that all your information is easily available.
- Remember that you access some information daily.

### **19. Understanding Technology Options:**

- Take the time to design a logical electronic filing system.
- Set aside time to learn new skills from training disks and computer tutorials.
- Make your weekly planner accessible to your team.
- Block out time in your schedule for unexpected issues.

### **20. Harnessing Technologies:**

- Understand how new technologies can help maximize your performance.
- Take care to use your time on the internet efficiently when you are searching for data.

**21. Helping Others to Do It Now:**

- Make sure you send information only to the relevant people.
- Ask people if they receive information that you send them from other parties.
- Remember that it is often favorable to summarize information rather than present it all.

## *LEARNING FROM EXPERIENCE*

**22. Focusing on Improving:**

- Realize that, if you stop learning, you will soon stop being effective.
- Put time aside to reflect on ways to improve processes.

**23. Capturing Best Practices:**

- Build on past experiences and benefit from improved decisions.
- Encourage your team to work with templates.
- Record successful decisions as templates.
- Make sure that your team can access templates on a file server quickly and easily.

**24. Sharing Insights:**

- Share winning insights with your team and business partners.
- Thank people for insights so that they share more.
- Make sure your team members record and file information.

**25. Leading a Balanced Life:**

- Remember that discussing matters with others reduces stress.
- Use a separate room for work at home, if possible.
- Schedule time in your week for regular exercise.
- Remember that exercise increases your energy levels.
- Realize that overwork and stress can impair your ability to make effective decisions.

*List Evaluation:* Fair Good Great

(Source: *Do It Now!*)

*If you always do  
what you always did,  
you will always get  
what you always got.*

~ Jackie “Moms” Mabley

# THIRTY MUST-READ BOOKS

## BY ELLEN G. WHITE

1. The Acts of the Apostles (1911)
2. Child Guidance (1954)
3. Christ Our Saviour (1896)
4. Christ's Object Lessons (1900)
5. Christian Experience and Teachings of Ellen G. White (1922)
6. Counsels on Diet and Foods (1938)
7. The Desire of Ages (1898)
8. Early Writings (1882)
9. Education (1903)
10. God's Amazing Grace (1973)
11. God's Remnant Church (1950)
12. Gospel Workers (1915)
13. The Great Controversy Between Christ and Satan (1888)
14. Last Day Events (1992)
15. Life Sketches of Ellen G. White (1915)

16. Maranatha (1976)
17. Mind, Character and Personality (1978)
18. The Ministry of Healing (1905)
19. Our High Calling (1961)
20. Patriarchs and Prophets (1890)
21. Prophets and Kings (1917)
22. The Retirement Years (1990)
23. The Sanctified Life (1937)
24. The Southern Work (1966)
25. Steps to Christ (1892)
26. Temperance (1949)
27. Testimonies for the Church (Vol. 1-9, 1885-1909)
28. Thoughts From the Mount of Blessing (1896)
29. The Truth About Angels (1996)
30. Welfare Ministry (1952)

# THIRTY MUST-READ BOOKS ABOUT AFRICAN AMERICANS

1. Along This Way: The Autobiography of James Weldon Johnson
2. The Autobiography of Malcolm X
3. The Autobiography of W. E. B. Du Bois
4. Before the Mayflower: A History of Black America
5. The Betrayal of the Negro: From Rutherford B. Hayes to Woodrow Wilson
6. Black Cargoes: A History of the Atlantic Slave Trade, 1518-1865
7. Created Equal: The Lives and Ideas of Black American Innovators
8. Crusade for Justice: The Autobiography of Ida B. Wells
9. David Walker's Appeal, in Four Articles, Together with a Preamble in the Coloured Citizens of the World, but in Particular, and Very Expressly, to Those of the United States of America
10. Defending the Spirit
11. The Dred Scott Case: Its Significance in American Law and Politics
12. Harlem Renaissance



13. Harriet Tubman
14. Here I Stand
15. Invisible Man
16. The Life and Times of Frederick Douglass
17. This Little Light of Mine: The Life of Fannie Lou Hamer
18. The Making of Black Revolutionaries
19. Marcus Garvey and the Vision of Africa
20. The Mis-Education of the Negro
21. The Negro Cowboys
22. The Negro in the Civil War
23. The Negro Press in the United States
24. 100 Years of Lynchings
25. The Outsider
26. Sex and Racism in America
27. Stride Toward Freedom: The Montgomery Story
28. The Ways of White Folks
29. World's Greatest Men of Color
30. Up From Slavery

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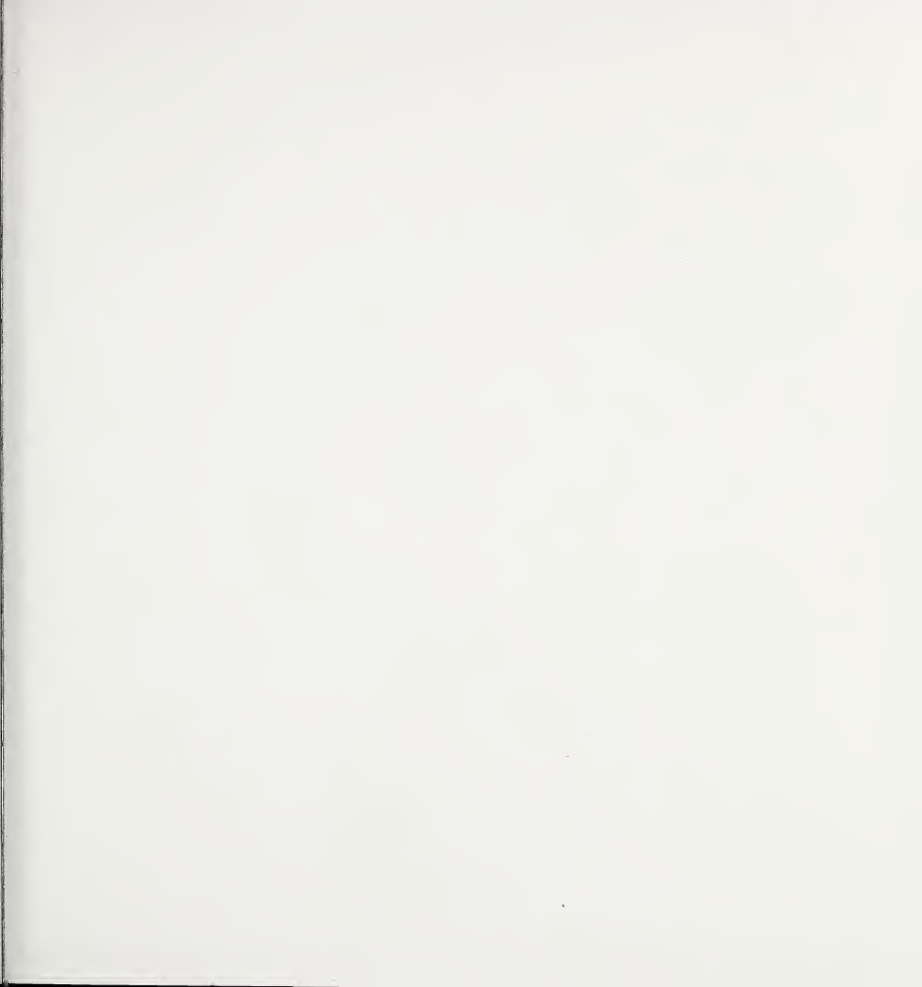
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